

Campus Public Safety



Clery Act Report

2011-12

academic year

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CAMPUS PUBLIC SAFETY

Published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. (Originally known as the Student Right to Know and Campus Security Act.)

NOTE: The Office of Public Safety reserves the right to change or cancel, without notice, policies, regulations, procedures, or any of the following information based on the needs of the Goucher community and new compliance standards enacted by the Department of Education for the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The college's Annual Fire Safety Report can be found at the end of this section.

Office of Public Safety

The department's office is located on the ground floor of Robinson House in Heubeck Hall.

The Goucher College Office of Public Safety believes in the dignity and worth of all people. Its members are committed to providing quality, community oriented public safety services. We strive to improve and maintain a high quality of community living; protect the rights and safety of our campus community; and use problem-solving strategies to address the security concerns of students, staff, and guests. The Office of Public Safety responds to all campus emergencies, conducts investigations, issues Goucher College identification cards, and maintains the vehicle registration and parking enforcement programs.

The public safety staff consists of the director, assistant director, 16 full-time and 11 part-time security officers. Officers are on duty at the communications desk and on on-campus patrol, by bike and on foot, 24 hours a day, 365 days a year. The office is part of the Financial Services division, reports to the vice president for finance, and is located in the lower level of

Heubeck Hall, opposite the Community Living and Multicultural Affairs office. Any and all on-campus emergencies, criminal activity, suspicious conditions, subjects, or vehicles should be reported immediately.

Training

Members of the Office of Public Safety are routinely trained and certified in First Aid, Cardiopulmonary Resuscitation (CPR), and Automated External Defibrillation (AED). All members of the office also have prior experience in law enforcement or security related fields, and all receive ongoing training. This training includes, but is not limited to, workshops and seminars sponsored by the University of Maryland System, Baltimore County Police and Fire Departments, Turnaround Sexual Assault Center, the College and University Police Investigators Conference, the International Association of Campus Law Enforcement Administrators, and the Criminal Justice Information System.

Relationships With Local Law Enforcement Authorities

Although Goucher does not have a formal written agreement with law enforcement agencies, Goucher officers maintain a close working relationship with Baltimore County Police

Department, which services our campus and is a nationally accredited police agency. Criminal reports are filed with this agency and meet Uniform Crime Reporting (UCR) standards.

Reporting Criminal Activities, Emergencies

Students, faculty, staff, and guests of Goucher College are encouraged to immediately report emergencies, criminal activity, and any suspicious conditions, subjects, or vehicles to the Office of Public Safety at x6111 from an on-campus tele-

phone or activate a blue-light phone. Officers will conduct a thorough investigation of all incidents and offenses. The identity of complainant(s), victim(s), and witness(es) will be kept confidential as is reasonably possible.

Confidential Reporting

Community members who want to make a confidential report of a crime may do so through Goucher's Silent Witness Program. Details about that program and a form to submit information confidentially can be found on the website at <http://www.goucher.edu/x16982.xml>. This form is not intended for emergency use. Community members should report crimes in progress or emergency situations to Public Safety at X6111.

Community members may also report crimes confidentially to campus "Pastoral Counselors" and campus "Professional Counselors," as defined below. As a matter of policy, these campus counselors are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in the college's annual crime statistics. Also, in some situations the campus counselors may be required by law to report a crime, so persons being counseled

should ask them about this before disclosing information that they wish to keep confidential.

Pastoral Counselor

An employee of an institution who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor. At Goucher this includes the Chaplain and the Director of Hillel.

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. At Goucher this includes the mental health counselors at the College Student Health and Counseling Center.

**Emergency Phones
On Campus**

The college has emergency phones strategically placed to assist community members in the event of an emergency. These phones are easily identified by the flashing blue lights, which are on top of the phone units. In case of an

emergency, the large red button on the face of the phone unit should be pushed. This will immediately ring into Public Safety, and will give the on-duty desk officer the location of the problem.

**Off-Campus
Student Organizations**

There are no off-campus student organizations affiliated with Goucher College.

Access to Campus Facilities

The Goucher College campus is private property and is posted as such. Trespassers are prosecuted and/or barred from campus.

Unless otherwise warranted, the back service drive entrance to Goucher's campus is unlocked every day between 6 a.m. and 7 p.m. After 7 p.m., vehicular traffic may only enter campus through the front gate (main) entrance, located on Dulaney Valley Road.

After-Hours Guests

When the college is in full academic session, public safety officers monitor all incoming vehicular traffic at the Gate House after 8 p.m. These officers assist with traffic control during special events and serve as an informational source for the community's guests and as a deterrent to trespassers.

All drivers must stop their vehicles at the Gate House and check in with the officer every time they enter campus. The registration decals on community members' cars are their pass onto campus. Guest vehicles are logged in by the Gate House officers.

Guests are the responsibility of their host. Students expecting a guest after midnight must contact the Office of Public Safety and give their name, room number, and guest's name. Students must meet their guest at the front doors of the residence halls and accompany them at all times while they are on campus. This system assists our efforts to maintain a safe campus. *Note: After midnight, failure to advise Public Safety of an expected after-hours guest will result in the guest being denied campus entrance at the Gate House.*

General Policies

- The security and safety of the college's students and employees is a shared community responsibility.
- Access policies and permissions will be structured such that all members of the community will be granted access to buildings and rooms as required to perform the duties of their position or complete their academic requirements.
- Granting or rescinding access to a building or area will require the written authorization of a department chair, director, or divisional head.
- Accountability will be maintained and both the individuals granted access and the individual authorizing access would share in the responsibility for the access.
- On a temporary basis, changes to these policies can be made by the director of public safety. Permanent modifications to these policies and procedures will be made only with the approval of the College Council.
- The academic and residential calendar found at www.goucher.edu/academiccalendar will be the official campus calendar for determining official open and closed dates.
- Use of keys, access cards, and/or access system in a manner contrary to the safety and security of the community or to the detriment of the college's property and facilities will result in disciplinary action as specified in the *Campus Handbook*.
- Keys and cards to access Goucher facilities are the property of the college.

Buildings and Rooms Access Policies

Buildings

Administrative Buildings

Administrative buildings will be opened for general access Monday through Friday from 7 a.m. to 6:30 p.m. At all other times, access will be limited only to authorized employees and students.

Academic Buildings

Academic buildings will be opened for general access Monday through Friday from 7 a.m. to 6 p.m. After 6 p.m. on weekday evenings, and weekends when classes are scheduled, access will be limited to instructors and students enrolled in those programs. When there are no scheduled classes, access will be limited only to authorized employees and students. When classes are not in session, academic buildings will follow the same policies as administrative buildings. *Note: All after-hours admissions will be coordinated through the Office of Public Safety.*

Residence Halls

All residence halls have public areas and residence wings. Access to residence wings will be limited to only resident students and authorized employees. Refer to "Students" section for further explanation. Staff with on-call responsibilities associated with the residences will have unrestricted access.

The Athenaeum

The Athenaeum will be open for general access based on the schedule approved by the librarian. Access to the library at other times will be limited to authorized employees.

Decker Sports and Recreation Center

The Decker Sports and Recreation Center will be opened for general access based on the schedule approved by the director of physical education and athletics. Access to the center at other times will be limited to authorized employees.

Community Members

Students

1. Within the first two weeks of the fall semester, each residence house will meet to decide their access policy for the semester. By majority vote of the house's residents, each residence house will be able to select either open or house-only access. Open access will allow access to a house by all resident students on an unrestricted basis. House-only access will restrict access to only those students residing in that house. In the case of houses that share common stairwells and doors, the access policy will be determined by a joint house vote. The default policy will be house-only. The decision to change a house's policy to open can only be made during the first two weeks of each semester and will remain in effect for the entire semester.
2. All students will have access to the public areas leading to the commuter student, club, and student/social activity areas in Pearlstone.
3. Access to academic buildings at times other than scheduled class times will be granted in order to complete academic requirements. Requests for building access must be made by the instructor with the department chair's approval and will be limited to students currently enrolled in the course. These special access privileges for students will be automatically revoked at the end of each semester.
4. Access to administrative buildings at times other than normally open times will be granted to students only at the request of the appropriate director or vice president.

When classes are not in session, academic buildings will follow the same policies as administrative buildings.

OneCard Photo Identification Cards and College-Issued Keys

Note: The website for in-depth information concerning the OneCard is www.goucher.edu/onecard.

All students, faculty, and staff are required to have a OneCard photo identification card, which is issued by the Office of Public Safety. The OneCard is not only for identification purposes, but also serves as an electronic key for access to (authorized) campus buildings and a Goucher library card, as well as a debit card for spending on campus and with participating off-campus merchants. Access permissions for staff will be established based on an individual's employment status and authorization of their department chair, director, or divisional head. Students' permissions will be based on their enrollment status and residence as listed in the Registrar's database. There is no charge for an individual's first card or set of keys.

Students

A new Goucher identification card will be issued to all incoming first-year and transfer students, and to students who have lost their identification cards. (See Replacement Policies costs.) All returning sophomores, juniors, and seniors are requested to retain their current identification cards, which will be validated by the OneCard manager upon the completion of the registration process with Student Administration Services.

Faculty and Staff

The current identification card has name, faculty, or staff, and no expiration date printed on it. All faculty and staff must retain their current identification cards from year to year.

Obtaining OneCard Photo Identification Cards and College-Issued Keys

OneCard ID cards may be obtained from the Office of Public Safety at any time, upon satisfactory proof of identification.

The Office of Community Living is responsible for the issuing of all keys to residential areas. Keys may be obtained from the Office of Community Living, Monday through Friday from 9 a.m. to noon and 1 to 4 p.m. If a key needs to be duplicated, up to three working days will be needed.

Facilities Management Services issues of all keys to administrative or academic areas and for determines any fees or expenses relating to their replacements. Keys may be obtained from FMS Monday through Friday from 9 a.m. to noon and 1 to 4 p.m. If a key needs to be replaced, up to three working days will be needed.

Duplication

Reproduction of OneCards or college-issued keys by anyone other than authorized employees in FMS, Public Safety, or the OneCard Office is prohibited.

Departure from the College

All college-issued keys will be returned to the appropriate department chair or director upon departure or termination from the college. All Goucher identification cards are collected by the director of human resources during the exit interview. The OneCard manager will remove all permissions and privileges upon a student or employee's departure.

OneCard and College-Issued Key Replacement

You will not be asked to sit for a new photo when you request a new OneCard. Your on-file photo will be used for the replacement card.

Lost or Stolen

A community member whose OneCard is lost or stolen must report the loss to the Office of Public Safety. Once notified, the Office of Public Safety will immediately deactivate the card for the safety and security of the Goucher community, as well as to protect the cardholder from monetary loss. Replacement OneCards are issued by Public Safety for a non-refundable fee of \$15 each time a new one is made. If the old OneCard is found at a later date, replacement fees cannot be refunded because the old card will no longer be active in our system.

Damaged

If a community member's OneCard becomes defective or is damaged through normal use, it may be replaced free of charge. OneCards that are damaged as a result of abuse will be replaced for a non-refundable fee of \$15 each time a new one is made. Examples of an abused card would include folded, bent, or torn cards; cards with holes punched in them; or cards tampered with to change information. If the damaged card cannot be presented, it will be considered lost instead of damaged, and a non-refundable \$15 replacement fee will be charged.

Lock Replacement

If it becomes necessary to replace one or more locks because of the loss of keys, the entire expense of the lock replacement and keys will be the responsibility of the department or individual.

If, after normal business hours, a key breaks off in a residential lock, preventing access to a living area, the resident should call the Office of Public Safety. The on-duty desk officer will then make the necessary notification to the

on-call FMS supervisor, who is responsible for having the appropriate maintenance personnel respond to rectify the problem.

Community members must report any college-issued keys to academic areas that are worn, bent, or broken to FMS, which is responsible for the issuing of all college-issued keys to administrative or academic areas and determining any fees or expenses relating to their replacements.

After-Hours Building Access

After 9 p.m., all academic buildings will be locked. To have after-hours access to any academic area (including computer rooms, labs, and faculty offices), the following procedures must be followed:

1. Authorization must be given (in writing) by a qualified person (i.e., a faculty member) stating the person(s), location, date, and time period allowed in area.
2. Person(s) authorized to use any area after hours must be accompanied by another person.
3. Person(s) authorized to use any area after hours are not allowed to be anywhere other than specified location.
4. The Office of Public Safety is to be notified by person(s) when they are finished using any area after hours.

Lock Outs: Residential

Public Safety will not allow repair men or delivery men access to any residence hall room unless the resident has filled out an authorized entry form.

If you are locked out of your room or your key is lost, stolen, or inoperable, the Office of Community Living will sign out a loaner key for short-term use during business hours.

After normal business hours, if you are unable to access your room, call Public Safety at x6112, and an officer will be dispatched to unlock the room or apartment after ID verification is

made. Unfortunately, each year the Office of Public Safety is confronted with individuals who take advantage of the service. To control said abuse, Public Safety will levy a fee of \$25 for requesting an officer to unlock your residence hall room more than three times during a semester.

Lockouts: Nonresidential

Requests for unlocking any non-residential area should be made to the Office of Public Safety.

Medical Assistance

If a student calls Student Health and Counseling Services after hours and requests medical assistance, he/she will be advised of the:

- a. Medical Assistance Policy (as set forth by the Student Health and Counseling Services),
- b. hospitals or medical facilities to call, and
- c. hours when Student Health Center staff are available.

If a student is too sick to make necessary arrangements or needs physical assistance, an officer will respond to the student's location and:

- a. request an ambulance if warranted (see Emergency Treatment under Student Health and Counseling Services), and
- b. advise the student of the Medical Assistance Policy (as set forth by Student Health and Counseling Services).

Medical Transports***Medical Transportation by Cab***

A service has been implemented for students who need transportation (of 15 miles or fewer) to go off campus and return from routine or non-emergency medical attention. Students will be able to obtain this service through the cab medical transportation program.

- Students will have no initial out-of-pocket expenses, and the cost will be assigned to the user's (student needing medical transportation) college account. Up to four people may ride in the cab for the same fare.
- This procedure will assist in keeping medical issues confidential and provide consistency of patrol by officers.

There are four offices on campus that are listed with Jimmy's Cab Company as authorized callers:

- Student Health and Counseling Services
 - Office of Community Living
 - Public Safety
 - Athletic Trainer
1. The authorized caller will call Jimmy's Cab Company at 410-296-7200 and give the account number and directions (where to pick up, destination) to Jimmy's dispatcher.
 2. The authorized caller will complete the appropriate part of the voucher(s), which will then be given to the student, after obtaining the completed Billing Authorization form from the student.
 3. *Departure:* The student will give the cab driver the appropriate voucher to get to the destination indicated on the voucher. *Return:* The student will call the original authorizing office for the return trip. The

cab company dispatcher will ask for the phone number at the student's location. If a student requires only a return trip, (i.e., from the hospital), any authorized caller may make the call. The student will return by cab to that office and give the cab driver the voucher at that time. If the possibility exists that the student will return after the authorizing office closes for the day, the authorized caller will advise the student to call the Office of Public Safety for the return authorization. The authorized caller will then call the Office of Public Safety to report that information.

4. Request for return from hospital/accident or injury off campus: When the student requires cab transportation to return to campus, he or she will call the Office of Public Safety at 410-337-6112. Public Safety will call Jimmy's Cab Company and authorize the return trip to campus.

Medical Transportation by Public Safety

1. If a student is stranded at Greater Baltimore Medical Center, St. Joseph's Hospital, or a nearby medical facility, Public Safety will provide transportation back to the college, even if the original call was not handled through our office.
2. Public Safety will not provide transportation to a pharmacy for students to have prescriptions filled. Any student who makes such a request will be advised to have his/her doctor call in all prescriptions to a pharmacy that offers a delivery service. Pharmacies that deliver to Goucher include Lykos (410-252-4225) and Neighbor Care (410-583-9895).

Escorts: On Campus

Community members may request an escort to any on-campus destinations during the hours of darkness (from dusk to dawn). Public Safety provides escorts for one or two students, either on foot or in a patrol car, depending on officer availability and the destination of student(s). (Escorts are not provided for groups of three or more.)

The procedures for arranging an on-campus escort are as follows:

1. Call Public Safety at x6112 and tell the desk officer your name and starting and ending destinations.

2. First-year students who are driving onto campus may request an escort from the North Student Lot, through the Gate House officer.
3. Wait at the designated location and show the officer your ID card upon request.
4. Be patient. Officers are often handling other calls when escort requests are received.

The names of all people escorted, their destinations, and the beginning and ending times of the escort are recorded for the protection of the students and officers.

Bicycle Registration

Goucher has a voluntary bicycle registration program.

1. All bicycles that are used on campus by any member of the Goucher Community can be registered with the Office of Public Safety.

2. To register a bicycle, you will need to bring the bicycle to the Office of Public Safety along with a valid Goucher ID card.
3. Students may not leave their bikes on campus during the summer. Any bicycle that is left on campus after graduation will be considered abandoned and will be donated to charity.

College Vehicle Registration

Goucher College grants the privilege to drive on campus to students, faculty, and staff. The privilege assumes people will abide by Maryland state transportation laws.

1. Maryland's Department of Transportation (Motor Vehicle Administration) requires all out-of-state students to obtain a non-resident (vehicle) permit. The permit fee is \$20 and is nonrefundable. A brochure containing more information regarding nonresident permits is available from the Office of Public Safety.
2. All motor vehicles operated on campus by staff, faculty, and students must be registered with the Office of Public Safety. Registered vehicles must display a current sticker inside the left side window. Motorcycles must display a current sticker on the rear fender.
3. Staff, faculty, and students who show Goucher identification when entering campus at night, in lieu of having a properly registered campus vehicle permit, will be

- required to give vehicle information to the Gate House officer and will be asked to register their vehicles. Failure to register the vehicle with campus Public Safety may result in a citation or banning of the vehicle.
4. Vehicles may be registered at the Office of Public Safety in Heubeck Hall at any time. A current Goucher College ID, driver's license, and state motor vehicle registration card must be presented to register a vehicle.
5. Student vehicles must be registered by the end of the first week of classes. Students who matriculate in the spring semester must register their vehicles by the first day of spring semester classes. There is a fee of \$50 per year or \$35 per semester for student vehicle registration.
6. Commuting students must comply with the same vehicle registration policy as resident students.
7. Employees must register their vehicles during the first two weeks of employment.

8. Any vehicle purchased during the year must be registered on the first day that it is driven on campus. Students who have already registered a vehicle may obtain a new registration decal for a \$5 fee, if the decal from their original vehicle is returned.
9. Community members using an alternate vehicle for a short period on campus (e.g., registered vehicle is disabled) must obtain a temporary parking permit from the Public Safety Office. A state motor vehicle registration card must be presented to receive a temporary permit. If a community member does not have a vehicle registered with the Office of Public Safety, he or she will be allowed to have three temporary permits per semester at no charge. There will be a \$5 fee charged for any additional permits issued within the same semester. Each temporary permit is restricted to a maximum period of seven days.
10. Vehicle registration permits parking on campus and entry to campus during hours of gate operation, as well as enabling security to contact owners in the event of problems, such as lights left on or damage to vehicle.
11. A copy of the campus parking/traffic regulations will be issued whenever a vehicle is registered.
12. Goucher College will not be responsible for any damage to vehicles. Complaints of vandalism, accidents, and thefts should be reported to the Office of Public Safety.
13. Goucher understands the need to make reasonable accommodations for people with disabilities. Vehicles used by community members with disabilities must be registered the same as all other community members' vehicles. In addition, upon proof of medical need or upon submitting a copy of a valid state permit for the community member using the vehicle, a Goucher handicap permit will be issued. When a state handicap permit has been issued for the community member, a Goucher handicap permit will not be needed. Any person who uses a car with a handicap permit, but is not themselves handicapped, is not entitled to use handicap spaces.

Parking

1. Parking is allowed only in spaces designated by white or yellow parallel lines or white curb marks.
2. No parking is allowed for other than authorized vehicles in service drives, fire lanes, traffic lanes, handicapped spaces, reserved spaces, on lawns, and along the roadways.
3. Resident first-year student parking is restricted to the North Lot, which is located near the Psychology/Music annex. Fire lanes are indicated by painted yellow curbs.
4. Vehicles parked in other than designated areas are subject to being cited, booted, and/or towed, depending on the situation, at the owner's risk and expense, to Pollard's Towing Service.
5. Mopeds and motorcycles may be parked only in designated parking spaces. See item 1.
6. Mopeds and motorcycles may not be stored anywhere in buildings. (Mopeds and motorcycles found in buildings will be removed and stored at the owner's risk and expense at Pollard's Towing service.)
7. Community members are financially responsible for citations received for their registered vehicles, no matter who drives the vehicle.
8. Community members are responsible for advising their guests of Goucher's parking and traffic regulations.
9. Guest parking is restricted to the Dorsey Center lot only.

10. Community members are financially responsible for citations issued to guests' vehicles.
11. Any vehicle that is habitually parked illegally will be subject to being barred from campus.

- Traffic**
1. The campus speed limit is 24 miles per hour or fewer depending on traffic, road, and weather conditions.
 2. Vehicles must be driven on the right side of the road. No passing is allowed.
 3. All traffic and parking signs are to be obeyed.
 4. Report all traffic accidents immediately to the Office of Public Safety at 410-337-6112 or 410-337-6111.

Violations and Citation Fines	No parking decal\$25 Expired decal\$25 Improper display of a decal.....\$10 Tampering with a decal\$50 Failure to obey officer's directions\$50 Failure to obey traffic control device, i.e., one-way sign, stop sign\$50 Unauthorized parking on lawns or walkways\$25 Blocking/parking at a driveway, walkway, or door\$25 Parking in roadway (also subject to automatic towing, without warning)\$50 Parking in a no-parking area or any grass area not specifically designated for parking....\$25 Parking in an area reserved for others.....\$25 Parking in a fire lane\$25 Violation 15-minute space time limit\$25 Unsafe operation (riding, hanging, or pulling someone on outside of vehicle, etc.)\$50	Falsely registering a vehicle for another or registering two vehicles under false pretense (This includes faculty/staff members who register vehicles used by their children, who are Goucher students.)\$50 Operating a motor vehicle contrary to law (not legally registered/safe or insured)\$50 Abandoned vehicle (cost of removal and storage, plus fine)\$50 Parking by non-handicapped people in a space, including the stripzone, reserved for people with disabilities (also subject to automatic towing without warning)\$75 (Documentation of disability for individual using space may be required) Using a decal that was issued to another person or one that was reported lost or stolen ..\$100 Reckless driving (speeding, DWI, swerving, driving on grass, etc.)\$100
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Parking Citation Appeals Process

To address the number of complaints, curb improper parking, and be attentive to the primary violators, the college parking committee recommended this procedure. The committee appreciates the continued cooperation of the Goucher community.

The parking appeals process has two steps. The first step is to appeal the citation to the issuing officer. If your initial appeal is denied, you may file a second appeal to the Parking Citation Appeals Board.

A completed appeal form must be received in the Office of Public Safety within 14 calendar days from the date the citation was issued for consideration to be given to any appeal. Holidays and break times, excluding summer, do not count toward the 14 calendar day period. Appeal forms are available at the Office of Public Safety.

The decision of the Appeals Board is binding on the Office of Public Safety and the appellant. Payment of a citation under appeal is suspended during the appeal process. However, whether citations are in appeal, the vehicle is still subject to towing or booting if the vehicle is found in violation. Unpaid citations will be billed directly to the student's account, and late fees associated with unpaid account balances will be assessed. Appealed citations are not eligible for discount payment.

Definitions of Appeals Actions

Upheld means the citation has been upheld as valid under Goucher College parking regulations, and payment is due.

Reduced means the board agrees there was a violation of Goucher College parking regulations, but that mitigating circumstances presented in your appeal warrant a reduced fine. Payment of the reduced fine is required.

Dismissed means the appeal was approved, and the fine was waived.

Loss of Parking Privilege means the person cited was found by the board during the appeal process to be a habitual violator of campus parking regulations and failed to park responsibly. The individual can no longer bring his/her

vehicle onto campus for a set period of time as determined by the Board but not exceeding two semesters.

Justification for Appeals

Parking citations are issued for violating established college parking regulations. An appeal should be based on the premise that the citation was not consistent with Goucher College parking regulations or that special extenuating circumstances exist that should excuse the appellant from compliance with these regulations. The following circumstances, on their own, are never excuses that result in reduction of a fine: "I was running late" or "I just ran in to do an errand."

Filing an Appeal

You may file an appeal by mail or in person. In all cases, your written appeal must be received in the Office of Public Safety within 14 calendar days from the date the citation was issued for the appeal to be accepted for consideration. Incomplete or illegible appeals will not be processed. Giving false information is a violation of the Campus Judicial Code and may affect your student status. Remember to keep a copy of your appeal and citation for your records. The following information must be included with the appeal, regardless of the method of submittal:

1. The original citation
2. Citation number if you're filing by fax or e-mail
3. Name
4. Current address
5. Telephone number
6. E-mail address
7. Vehicle license plate number
8. Permit number
9. Narrative explaining why the citation should be invalid
10. Any supporting documentation

To File by Mail

Pick up an appeal form from the Office of Public Safety or have a form mailed to you. Mail the completed form to:

Parking Citation Appeals Board
c/o Office of Public Safety
Goucher College
1021 Dulaney Valley Road
Baltimore, MD 21204

Boot/Vehicle Immobilization Towing Policy

The Office of Public Safety uses vehicle immobilizers (also known as boots) as an additional parking enforcement tool. A vehicle boot is a device attached to the rear driver's side wheel, which immobilizes the vehicle until it is removed by authorities with a proper key. The boot program will not replace the towing program but will be used in conjunction with towing to best enforce campus parking policies in a timely and convenient manner.

Goucher College will continue to maintain a towing contract with Pollard's Tow Company, Facilities Management Services, in compliance with Maryland and Baltimore County law, has posted Pollard's towing signs on college property. Pollard's is a licensed and bonded towing company located at 3 Ensor Ave., Towson, MD 21204. The contact number is 410-823-1808. All tows are conducted at the owner's risk and expense.

Under the following circumstances, a vehicle will be subject to towing if it is:

- Parked in marked handicapped spaces without authorization.
- Blocking the roadway or blocking service or emergency vehicle ingress or egress.
- Creating a road hazard or damage to property or grounds.
- Deemed to be abandoned on college property.
- Designated by the college through disciplinary action or hearing process as banned from campus.
- Displaying expired state motor vehicle registration or operated contrary to law.

Vehicle boots will be used under the following circumstances:

- To immobilize vehicles that have been designated as habitual offenders. Habitual offender status is designated after a vehicle has received three citations in a single academic year (from September through August).
- Upon receipt of the fourth and each subsequent citation, whether citations are being appealed.
- To immobilize illegally parked unregistered vehicles to determine ownership.

Boot Notification Policy

When vehicles are registered with the Office of Public Safety, a contact phone number will be requested. When a vehicle is booted, this office will send an e-mail to the registrant's Goucher account and/or leave a message on the registrant's designated contact phone advising of the vehicle's status. The registrant will have 48 hours in which to contact the Office of Public Safety for boot removal. After 48 hours, the vehicle will be subject to towing. Failure to provide appropriate contact information with your vehicle registration may result in your vehicle being towed.

Boot Removal

Arrangements for boot removal may be made by contacting the Office of Public Safety at x6112. Only public safety officers are authorized to remove a boot from a vehicle. The regular removal fee is \$150. If a boot is removed by anyone other than a public safety officer or is tampered with in any way, the fee is \$250. A replacement cost will be levied for a damaged or lost boot. Payment will be accepted by a major credit card, check, OneCard, or cash.

Lost and Found Property	The Office of Public Safety provides a central location for the management of most property that is found on campus. Community members who have misplaced property may check with the office, either in person or via e-mail, or in the lost-and-found section of the Goucher Digest Portal.	<i>Note: Any property that is not claimed within 30 days will be donated, converted to departmental use, or sold with all proceeds going to charity.</i>
Prohibited Practice	The Office of Public Safety does not accept envelopes, packages, boxes, Federal Express or UPS mail, personal belongings, keys, etc. from any faculty, staff, student, or guest for someone else to pick up. It will be each individual's responsibility to make other arrangements	with the Post Office, FMS, the recipient, etc. for these items to be dropped off or picked up. This procedure has been established as a result of the increase in parcels being dropped off and time-sensitive parcels requiring special handling
Office of Community Living/Housing	The Office of Community Living staff consists of an assistant dean, an assistant director, three community living coordinators, and an operations manager. Each of these individuals is available to discuss personal, academic, and housing issues that may arise in the residence halls. They not only monitor the physical amenities, but also supervise 31 community assistants (CAs), including four mentors, who are students selected following an extensive interview process. The CAs facilitate community building, provide educational and	social programs for the residence halls, and work with the professional staff to provide an atmosphere conducive to personal growth. A CA is on duty every night in the residence halls and walks through each hall every evening to interact with students, check maintenance, and assure security in the halls. Any potentially threatening concerns are reported to security. CAs and students are educated on and encouraged to attend to security issues to ensure a safe and enjoyable environment.
Facilities Management Services (FMS)	With the cooperation of Office of Public Safety and Office of Community Living, frequent tours of the campus are conducted to identify potential security/safety problems, such as burned-out lights, broken windows, and malfunctioning locks. The local fire marshal also makes periodic inspections of all campus facilities by the local fire marshal. Public Safety sends FMS a daily report of any safety deficiencies and	fire-code violations that officers have noted during their tour. FMS gives the highest priority to repairing/replacing all safety deficiencies and to rectifying any fire code violations. A call-back system is in place, through the Office of Public Safety, for after-hours maintenance or housekeeping emergencies.
The Community's Responsibility for Campus Safety	It is absolutely necessary to have the cooperation and involvement of the college community to prevent crime and make the campus safe. Members of the community must assume responsibility for their own personal safety and the security of personal and college property by taking simple, common-sense precautions.	

Personal Safety Tips

The following addresses an area of utmost importance to Public Safety: your personal safety. Please read this section carefully and follow these tips in your everyday life.

Dating:

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

Residence and Work Areas:

- Lock your room/apartment/office door whenever you leave, even if you’re just going out “for a minute.”
- Take care of your keys. Don’t leave them in your “cubby” or other hiding place.
- Be wary of bringing casual acquaintances to your room or home.
- When going out, let someone know with whom you are going, where you are going, and, if possible, the approximate time of your return.
- Do not prop doors open. If you find a door propped on-campus, close it or report it to Public Safety.
- Know where fire alarms and emergency exits are located.
- Observe the college’s fire prevention regulations.
- If you smell smoke or see a fire, pull the fire alarm and leave the building immediately.
- When a fire alarm sounds, leave the building immediately. Do not wait to see if it is a false/malfunctioning alarm.
- Notify Public Safety immediately (x6111) of any emergency, criminal activity, suspicious conditions, or suspicious subjects.

Campus Grounds:

- Avoid taking shortcuts through isolated areas.
- Don’t go for a “nature walk” through the woods alone.
- When walking, jogging, or running around the campus road after dark, wear reflective clothing.
- Do not walk, jog, or run on campus alone after dark.
- Call security for on-campus escorts from dusk to dawn.

Telephone:

- Be suspicious of surveys or wrong-number calls. Do not divulge your name, room number, or phone number. The caller may have reached you by dialing a number at random.
- Always be certain of the identity of the person on the other end of the line.
- Hang up immediately on annoying or obscene telephone calls. Remember, you control with whom you talk.
- Report all obscene or annoying phone calls immediately.

Vehicle:

- Have keys ready when approaching your vehicle. Check for intruders before and lock the door immediately after getting into your vehicle.
- Close all windows (in addition to locking all doors) when leaving your vehicle, whether it’s for a few minutes or several hours.
- Lock all valuables in the trunk.
- Park in well-lighted areas at night.
- Do not attach your name or license tag number to your key ring.
- Never pick up hitchhikers or hitchhike yourself.
- Always keep your gas tank at least half full.
- If your vehicle breaks down in an isolated area, raise the hood, lock the doors, and stay inside.
- If someone stops to help, ask him/her to call the police. Sound the horn if you feel threatened.
- If you see a suspicious vehicle or someone driving recklessly on campus, notify the Office of Public Safety immediately.

Property Security Tips

What follows are common-sense reminders for protecting your property. Please remember and practice these tips at all times.

- Never leave your book bag, wallet, purse, or other valuables unattended.
- Even if you are going to be gone for “just a minute,” take your belongings with you.
- Don’t leave easily stolen items, such as your wallet, checkbook, or jewelry, in open view.
- Don’t keep large sums of money in your room.
- Engrave your driver’s license number and state on all valuables (stereo, TV, computer, etc.) Engravers are available at the Office of Public Safety.

- Do not engrave valuables with your Social Security number. Those numbers are federally protected, and law enforcement agencies are unable to learn an owner’s identity if property is recovered.
- Fill out a serial number registration form, which is available at the Office of Public Safety. Include serial numbers of valuables, and the Office of Public Safety will maintain this record for five years.

Crime Prevention Program

Emergency Notifications may be sent out through the e2Campus Notification system, a free system implemented by the college that may be used to contact community members by text message, e-mail, or RSS feed in the event of a campus emergency. The service is voluntary and community members are strongly encouraged to signup for it at www.goucher.edu/getalerts.

The Office of Public Safety works closely with various campus groups to identify and address campus issues that have a direct impact on the safety of community members. The Office of Public Safety incorporates suggestions and ideas in its continuing development of better means by which to reduce, if not eliminate, the opportunity for crime on campus. Public Safety officers and community members also share responsibilities as members of joint taskforces, which conduct reviews of various policies. To keep the Goucher community informed, the Office of Public Safety publishes crime alert bulletins and emergency notifications related to personal safety and property security. Crime alert bulletins provide a forum for addressing serious or chronic problems and suggest what can be done to deter/reduce such situations. These bulletins are based on information obtained through reports filed with the department and the “Weekly Crime Trends” report, which the director receives from the Baltimore County Police Department.

The department also addresses issues of personal and property safety by presenting workshops and seminars and by preparing or making publications public. Workshops, seminars, and publications include:

- “Safety and Security Orientation,” presented to first-year and transfer students.
- “Safety and Security On Campus,” for prospective students attending any of Goucher’s events.

- “The Use and Abuse of Alcohol and Other Drugs” is a discussion topic for all Connections classes, a mandatory class for all first-year students.
- The log of reported campus crimes and incidents is updated daily and is available for review in Public Safety.
- Alcohol and Drug Awareness Week, sponsored jointly by the Office of Public Safety and the Office of Student Engagement. Demonstrations and presentations are given by the Baltimore County Police Department.
- Rape Aggression Defense (RAD) is a women’s self-defense class sponsored and taught by Public Safety officers as a non-credit physical education class. The instruction culminates in a simulated attack in which the students can practice the skills they have acquired in a dynamic situation.
- Office Watch Program, which uses various means to remind faculty and staff members of the need to lock their unoccupied offices, labs, or other work areas.

The Office of Public Safety maintains an information and resource library, located in the office vestibule area. Community members may choose from a variety of pamphlets and brochures concerning safety and security subjects.

The department also has an audio/visual library, which has videotapes that individual students, clubs, houses, or other community members may check out.

Emergency Response, Evacuation, and Notification Procedures

Goucher's Emergency Action Plan (<http://www.goucher.edu/x27946.xml>) governs the campus response to fires, explosions, floods, toxic material releases, civil disturbances, and any other emergency on campus. It also provides details about evacuation, emergency sheltering, and lockdown procedures.

In addition, residence hall units contain a Campus Emergency Procedure Guide, (<http://www.goucher.edu/x31057.xml>) which is a yellow flip-chart that includes instructions for responding to particular emergencies, as well as emergency phone numbers. This guide, which is also distributed to all departments on campus, includes details about the college's procedures related to medical emergencies, fire and weather emergencies, assaults, civil and criminal incidents, and hazardous material releases. Copies of the guide can be obtained from the Office of Communications.

As a basic principle of emergency response on campus, all calls for emergency response should be made first to 911 and immediately thereafter to the Office of Public Safety, at 410-337-6111. It is essential that Public Safety be contacted in addition to 911 so Public Safety officers are able to direct emergency responders to the location of the emergency.

Evacuation Procedures

Evacuation procedures are described in detail in the college's *Annual Fire Safety Report*, located at the end of this section.

Emergency Notification Procedures

I. **Confirmation of Emergency:** Whatever the situation, the Office of Public Safety, the president or the vice president for finance (or in their absence, their designees) will take the lead in confirming, as quickly as possible, if the critical incident requires an immediate or urgent emergency response and notification. Any one of them may confirm the existence of a critical incident requiring an emergency response and notification. The following factors will be considered in making this determination:

- **Building Evacuation:** Individual build-

ings on campus should be evacuated when conditions are safer outside than inside the building. This may include fires, hazmats and explosion emergencies, natural gas leaks, unplanned utility outages, bomb threats, and any other situations in which emergency personnel direct evacuation.

- **Campus Evacuation:** The entire campus should be evacuated when conditions are safer away from than on the campus. Depending on the circumstances, this may include any of the situations noted for building evacuation, as well as approaching severe weather conditions or emergencies affecting a large area of the campus or surrounding area.
- **Lockdown:** The campus should be locked down to protect community members from potential dangers in particular buildings, on campus generally, or in the adjacent areas. This may include criminal or violent acts committed on campus or in the areas adjacent to campus.
- **Shelter in Place:** Sheltering in place should be implemented when conditions are safer on campus than off campus, such as tornado warnings or severe weather conditions, certain hazmat emergencies, some civil disorders, and nearby hostage or terrorism incidents.

II. **Notification of Emergency:** An IMMEDIATE notification to the campus will be made when the director of Public Safety, the president, or the vice president for finance (or their designees) has confirmed that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is occurring on the campus. The director of Public Safety and other trained personnel are authorized to issue the IMMEDIATE notification.

These individuals have authority not to issue an IMMEDIATE notification if issuing the message will in their professional judgment, compromise efforts to assist a

victim or to contain, respond to, or otherwise mitigate the emergency. Any authorized individual that decides not to issue the alert must notify and consult with the director of Public Safety or designee. The director of Public Safety or designee shall have final authority whether to issue an **IMMEDIATE** alert.

An URGENT notification to the campus will be made when the director of Public Safety, the president, or the vice president for finance has confirmed that an emergency situation may pose a threat to life, safety, or security of campus population.

These individuals have authority not to issue an **URGENT** notification if issuing the message will in their professional judgment, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Any authorized individual that decides not to issue the alert must notify and consult with the Director of Public Safety or designee. The Director of Public Safety or designee shall have final authority whether to issue an **URGENT** alert.

A **STATUS UPDATE/ALL CLEAR** is made when there is new information or instructions for the campus population; it may provide an update on the situation or change in protective actions. An **ALL CLEAR** notification indicates that the emergency has been contained. The director of Public Safety, vice president for communications, the president, or the vice president for finance, or their designees are authorized to issue **STATUS UPDATE/ALL CLEAR** notifications. The director of Public Safety or designee shall have final authority whether to issue a **STATUS UPDATE/ALL CLEAR**.

TRAINED PERSONNEL include the following positions:

- director of public safety
- assistant director of public safety
- vice president for technology and planning
- director of computing services
- vice president for communications
- director of media relations
- vice president for finance
- webmaster

DESIGNEES include the following positions:

- president
 - provost
- director of public safety
 - assistant director of public safety
- vice president for technology and planning
 - director of computing services
- vice president for communications
 - director of media relations
 - webmaster
- vice president for finance
 - associate vice president for finance and director of human resources

SYSTEMS ACTIVATED. Trained personnel will determine the appropriate systems to activate, which may vary depending on the nature of the emergency. They may include the following:

- E2Campus
- E-mail
- RSS feed
- Campus-wide voice mail
- Message on main switchboard
- College website
- Door-to-door contact
- Public safety vehicle sirens and PA systems
- Electronic message boards
- Other systems as developed

III. Testing of Emergency Response and

Evacuation Procedures: On an annual basis, the Office of Public Safety will conduct tests of the college's emergency procedures. These will include the following:

- Unannounced fire/evacuation drills in all occupied buildings on campus.
- Announced tests of its emergency communication systems, including the e2Campus system.
- Other tests that may be announced or

unannounced, including evacuation and shelter-in-place drills.

The Office of Public Safety will be responsible for publicizing campus emergency response and evacuation procedures in conjunction with at least one test per calendar year; and documenting, for each test, a description of the exercise, the date, time, and whether it was announced or unannounced.

Firearms and Other Dangerous Weapons

Possession or use on college premises of explosives, fireworks, firearms, or other weapons is strictly prohibited, whether a federal or state license to possess the same has been issued to the possessor. This includes, but is not limited

to, pellet guns; knives; clubs; look-alike weapons, such as toys that look like real guns; and/or any such item or object whose use or display harms, threatens, or causes fear to others.

Information Concerning Registered Sex Offenders in Maryland

The federal Campus Sex Crimes Prevention Act requires that institutions of higher learning advise the campus community where they may obtain information concerning registered sex offenders in the state. In Maryland, this information is listed on a website and may be found at www.dpscs.state.md.us/sor/onlineservs. Additionally, under the guidelines set forth

in Megan's Law, the Baltimore County Police Department sends the Office of Public Safety updated notices on registered child sex offenders who reside in Baltimore County. This information is available for review at any time in the Office of Public Safety.

Crime Statistics

In accordance with the Clery Act, specific criminal statistics must be compiled, published, and distributed annually to all current students and employees and to any applicant for enrollment or employment, upon request. The most recent three calendar years of crime statistics are available as of October 1 at www.goucher.edu/x1303.xml. The compiled statistics will provide information on the following types of incidents:

- Murder
- Robbery
- Sex offenses forcible: forcible fondling, rape, forcible sodomy, and sexual assault with a foreign object
- Sex offenses non-forcible: incest and statutory rape
- Aggravated assault
- Manslaughter
- Arson

- Burglary
- Motor vehicle theft
- The number of the aforementioned offenses in which there is evidence of victim selection based upon prejudice relating to their race, gender, religion, sexual orientation, ethnicity, or disability.
- Arrests or people referred for disciplinary action for alcohol violations, drug violations, and weapon law violations.

Students who are convicted of drug offenses will lose their student-aid eligibility for specific periods of time, depending upon whether the conviction was for use or sale, and upon how many times they have been convicted. For further details, consult the college's Alcohol, Tobacco, and Other Drugs Policy.

CRIME STATISTICS DEFINITIONS

Locations **On Campus:**
The Goucher campus is located at 1021 Dulaney Valley Road.

Student Residences:
All student residence halls are on campus.

Non-Campus building or property:
Goucher's non-campus buildings include:

902 Locustvale Road, Baltimore, Maryland 21204
(guest rooms for visiting professors, speakers, etc.)

904 Locustvale Road, Baltimore, Maryland 21204
(rental property)

906 Locustvale Road, Baltimore, Maryland 21204
(rental property)

1002 Dulaney Valley Road, Baltimore, Maryland 21204
(offices and meeting facilities)

Public property: Public property includes all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the Goucher campus, or immediately adjacent to and accessible from the campus.

Campus Security Authorities **Goucher's Campus Security Authorities include the following individuals:** All members of Goucher's Department of Public Safety and all officials of the college who have significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.

Pastoral Counselor
An employee of an institution who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor. At Goucher this includes the Chaplain and the Director of Hillel.

Professional Counselor
An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. At Goucher this includes the mental health counselors at the College Student Health and Counseling Center.

Crime Categories

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another, etc.

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

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

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

Sex Offenses—Forcible: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent; includes forcible rape, forcible sodomy, sexual assault with an object and forcible fondling.

Sex Offenses—Non-forcible: Unlawful, non-forcible sexual intercourse; includes incest and statutory rape.

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

Drug Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Referrals for campus disciplinary action: The referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Weapons Possession: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

2008 TO 2010 CRIME STATISTICS – REPORTED TO PUBLIC SAFETY AND CAMPUS SECURITY AUTHORITIES

Crime	Year	Student Residences ¹	On Campus	Non-Campus	Public Property	Total
Aggravated Assault	2008	0	1	0	0	1
	2009	0	0	0	0	0
	2010	0	0	0	0	0
Arson	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0
Burglary	2008	3	3	2	0	5
	2009	1	1	0	0	1
	2010	2	4	0	0	4
Motor Vehicle Theft	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0
Murder Non-Negligent Manslaughter	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0
Negligent Manslaughter	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0
Robbery	2008	1	1	0	1	2
	2009	0	0	0	0	0
	2010	0	1	0	0	1
Sex Offenses-Forcible	2008	2	2	0	0	2
	2009	2	3	0	0	3
	2010	2	2	0	0	2
Sex Offenses-Non-Forcible	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0

¹The Student Residence category is a subset of the On Campus category. If a crime occurred in a student residence hall, it would be counted once under “Student Residence” and once under “On Campus.” The total number of crimes column includes the On Campus, Non-Campus and Public Property categories combined. Every attempt is made to count crimes only once in this report.

2008-2010 HATE CRIMES

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

2008

1. Report of hate-related vandalism on campus motivated by religion/ethnic-based bias.
2. Report of hate-related vandalism on campus motivated by sexual orientation-based bias.
3. Report of hate-related vandalism on campus motivated by religion/ethnic-based bias.
4. Report of hate-related vandalism on campus motivated by religion/ethnic-based bias.

2009

1. Report of hate-related vandalism on campus motivated by racial-based bias.
2. Report of hate-related vandalism on campus motivated by racial-based bias.

2010

No hate crimes were reported in the 2010 calendar year.

2008-2010 ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION

ARRESTS

Arrests	Year	Student Residences ¹	On Campus	Non-Campus	Public Property	Total
Alcohol Violations	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	2	2
Drug Violations	2008	2	2	0	0	2
	2009	2	3	0	1	4
	2010	6	6	0	0	6
Weapons Possession	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0

¹The Student Residence category is a subset of the On Campus category. If a crime occurred in a student residence hall, it would be counted once under "Student Residence" and once under "On Campus." The total number of crimes column includes the On Campus, Non-Campus and Public Property categories combined. Every attempt is made to count crimes only once in this report.

2008-2010 ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION

REFERRALS FOR DISCIPLINARY ACTIONS

Referrals for Disciplinary Actions	Year	Student Residences ¹	On Campus	Non- Campus	Public Property	Total
Alcohol Violations	2008	232	239	0	0	239
	2009	212	218	0	0	218
	2010	241	252	0	0	252
Drug Violations	2008	22	22	0	0	22
	2009	26	26	0	0	26
	2010	43	43	0	0	43
Weapons Possession	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0

¹The Student Residence category is a subset of the On Campus category. If a crime occurred in a student residence hall, it would be counted once under "Student Residence" and once under "On Campus." The total number of crimes column includes the On Campus, Non-Campus and Public Property categories combined. Every attempt is made to count crimes only once in this report.

2010 OFF-CAMPUS CLASS LOCATIONS

BALTIMORE CITY

Old Goucher Neighborhood Collaborative
2526 North Charles Street
Baltimore, Maryland 21218

ANNE ARUNDEL COUNTY

Benfield Elementary School
365 Lynwood Drive
Severna Park, Maryland 21146

Carver Staff Development Center
2671 Carver Road
Gambrills, Maryland 21225

Corkran Middle School
7600 Quarterfield Road
Glen Burnie, Maryland 21061

Overlook Elementary School
401 Hampton Road
North Linthicum, Maryland 21090

Linthicum Elementary School
101 School Lane
Linthicum Heights, Maryland 21090

Marley Glen School
200 Scott Avenue
Glen Burnie, Maryland 21060

Odenton Elementary School
1290 Odenton Road
Odenton, Maryland 21090

BALTIMORE COUNTY

BCPS - ESS Greenwood
6901 N. Charles Street
Baltimore, Maryland 21224

Eastwood Elementary School
428 Westham Way
Baltimore, Maryland 21224

Loch Raven Academy
8101 LaSalle Road
Baltimore, Maryland 21286

Middle River Middle School
800 Middle River Road
Baltimore, Maryland 21220

New Town High School
4931 New Town Boulevard
Owings Mills, Maryland 21117

Patapsco High School
8100 Wise Avenue
Baltimore, Maryland 21222

Pikesville High School
7621 Labrynth Road
Baltimore, Maryland 21208

Riderwood Elementary School
1711 Landrake Road
Baltimore, Maryland 21204

Scotts Branch Elementary School
8220 Tawnmoore Road
Baltimore, Maryland 21207

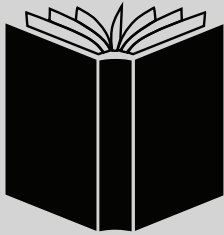
Southwest Academy
6200 Johnneycake Road
Baltimore, Maryland 21207

Sudbrook Magnet Middle School
4300 Bedford Road
Baltimore, Maryland 21208

Wellwood international School
2901 Smith Avenue
Baltimore, Maryland 21208

Winand Elementary School
8301 Scotts Level Road
Baltimore, Maryland 21208

Campus Public Safety



Fire Safety Report
on Student Housing

2011-12

academic year

2011 ANNUAL FIRE SAFETY REPORT ON STUDENT HOUSING

On August 14, 2008, the Higher Education Opportunity Act was signed into law. In order to comply with this Act, the college has prepared this report, which includes required information about student housing fire safety systems, fire drills, fire safety policies, and education and training programs.

On-Campus Housing Fire Safety Equipment and Plans for Future Improvement

With the exceptions noted below, all of Goucher College's residence halls have full sprinkler systems and networked fire alarm systems. When a networked fire alarm is acti-

vated, the alarm sounds on a panel at the Public Safety Office, which is staffed 24 hours a day, 365 days a year. An officer then responds to the building and determines the cause of the alarm and whether the fire department should be notified.

Residence Hall	System Description
Mary Fisher Hall	Full sprinkler and networked alarm system installed 2008.
Heubeck Hall	Full sprinkler and networked alarm system installed 2000.
Froelicher Hall	Full sprinkler and networked alarm installed 2009.
Stimson Hall	Networked alarm system installed in 2004. No sprinklers.
Sondheim House	Full sprinkler and networked alarm system installed 2002.
Welsh Hall	Full sprinkler and networked alarm system installed 2005.
Dulaney Valley Crescent Apartments	Full sprinkler and networked alarm system.

Individuals to Whom Fires Should be Reported and Maintenance of Fire Log

A fire is an instance of open flame or other burning (i) in a place not intended to contain the burning or (ii) in an uncontrolled manner.

All fires should be reported immediately to the Office of Public Safety by calling 410-337-6111. The office maintains a written fire log that records the nature, date, time, and general location of each fire on campus. The recordation must occur within two business days of the report. The office will allow public inspection of the log for the most recent 60-day period during normal business hours and will make older portions of the log available within two business days after any request.

Supervised Fire Drills

Mandatory, supervised fire drills are conducted for each residence hall in the fall and spring semesters by officers from the Office of Public Safety. Additionally, each time new residents occupy a building during the summer for camp-related activities, a fire drill is conducted to ensure the temporary residents are familiar with evacuation routes and procedures.

Evacuation Policy and Procedures

The Goucher College Emergency Action Plan, located online at, www.goucher.edu/documents/Legal/Goucher_Emergency_Action_Plan.pdf, provides the following instructions to be followed in the case of an evacuation emergency:

Evacuation emergencies include fires, hazmat and explosion emergencies (when evacuation is directed by emergency personnel), natural gas leaks, unplanned utility outages, bomb threats and other situations in which emergency personnel direct evacuation of a building. In the event of fire or other evacuation emergencies at Goucher College, all persons in the affected premises must evacuate. You will be notified of a fire or other evacuation emergency by a fire alarm signal, which may be a bell or a horn, depending on the building. Initial emergency notifications may also be followed by e-mail, text messages and phone communications (voice mail) if appropriate.

If you discover a fire, smell smoke, or discover any other hazardous emergency condition in a college facility, immediately activate the building fire alarm and call 911 first, and then the college Office of Public Safety at 410-337-6111. Calmly alert others in the affected area that they must leave and may take only important personal possessions that are in their immediate vicinity, if they can carry such items without risk to themselves or others. Items you may take include coats, valuables, medicines, purses, wallets, and keys. You should also take any pets with you. You should never try to retrieve items in another location in the building.

Building occupants are not required or encouraged to fight fires and may not use a fire extinguisher unless they are designated and trained by the college to do so. Any individual designated and trained by the college in the proper use of a fire extinguisher and confident in his or her ability to cope with the hazards of a fire may use a portable fire extinguisher to fight incipient fires (no larger than a waste basket). Any such efforts must be terminated when it becomes obvious that there is risk of harm from smoke, heat, or flames.

Upon hearing a building fire alarm signal, evacuate immediately unless you have specific emergency responsibilities designated in the Additional Duties section of this plan. Close windows and the doors behind you. Use the nearest safe exit, but DO NOT use any eleva-

tors. If you are caught in smoke or heat, stay low where the air is better, and attempt to reach a safe exit or area of refuge.

If the door or doorknob to the hallway is hot, do not open it, as fire may be on the other side. If you are unable to leave your room or office due to heat or heavy smoke in the hallway, other obstructions, or physical disability, try to put a cloth or towel under the door to help prevent the entry of smoke. Call 911 and then the Office of Public Safety at 410-337-6111 and give your exact location so that emergency personnel can be directed to you.

Assist individuals who are blind, visually impaired, hearing impaired, or mobility impaired as needed and immediately inform the nearest emergency responder of the individual's location. Individuals who have a disability that may impede their exit from a building in an emergency are encouraged to inform their supervisor of the nature of their disability in advance so that emergency evacuation procedures can be developed that will ensure their safe evacuation from the workplace.

Know the location of all exits from your building. All exits in college facilities are marked with EXIT signs and directional arrows.

Leave the building and assemble in the designated area assigned for your building, where you will not hinder the approaching emergency response personnel and apparatus. Students and employees should attempt to account for individuals that are known to be in the building, including all visitors. Any missing individuals should be reported to the Office of Public Safety or emergency personnel. In addition, security personnel will conduct a sweep of all floors if sufficient personnel are available and it is safe to do so.

Wait for Public Safety officers or emergency personnel to tell you when it is safe to return to the affected building. Even though the alarm may stop, the building may not be safe to re-enter.

If re-entry to the building is not imminent, oc-

cupants will be directed to proceed to another location. Depending on the severity and scale of the event that triggered the evacuation, Public Safety will implement procedures to account for all college employees and residents known to have been in the building, and all are expected to cooperate in the effort. To the extent possible, telephones and computers will be provided to allow employees and residents to contact family members.

Fire Safety Violations and Prohibitions (including rules on portable electrical appliances, smoking and open flames)

The Student Code of Conduct contains a section addressing fire safety violations. A fire safety violation “includes, but is not limited to storing or possession of any hazardous, flammable, or explosive materials; failure to leave a building during a sounded alarm; tampering with fire/safety equipment such as fire extinguishers, smoke detectors, pull stations, or sprinklers; false alarms or the false reporting of a bomb, fire, or other emergency on college premises or at activities sponsored by the college.”

The Community Living website, www.goucher.edu/x7263.xml, lists items and activities prohibited in private residence halls rooms, including candles, incense, irons, hot pots, coffee makers, and halogen lamps. In addition, each student is given a copy of a handbook at orientation that includes rules relating to permitted small appliances and fire safety in general.

Goucher’s smoking policy, included in this handbook and online at www.goucher.edu/documents/Legal/alcoholpolicy.pdf, prohibits smoking in any Goucher vehicle or building, including residence halls, individual rooms and apartments within residence halls, individual faculty offices, faculty and staff lounges, the Gopher Hole, and the Pearlstone Café. Smoking is also prohibited within 25 feet of any Goucher building.

Fire Safety Education and Training Programs

All community living coordinators and CAs receive fire safety and emergency action plan training and are responsible for providing fire safety training to students. Prior to the first fire drill of the year, each community living assistant conducts a mandatory house meeting for students during which evacuation procedures, and fire safety rules are reviewed with new and returning residents.

All residence hall rooms are equipped with evacuation maps posted on the back of the door, which indicate the safest and most direct exit routes from the room in the case of an emergency. Also on the back of the door in each room is a copy of the college’s Campus Emergency Procedures Guide which provides information on how to respond appropriately in any number of emergency situations.

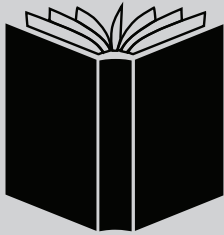
Professional staff and faculty members receive Emergency Action Plan training, during which fire safety and evacuation procedures are reviewed. Staff and faculty are provided with copies of the Campus Emergency Procedures Guide (available online at www.goucher.edu/x31057.xml) at that time, and the guides are displayed throughout campus. In addition, community living coordinators, public safety officers, and facilities employees are provided with training under the college’s Fire Watch Policy (www.goucher.edu/x20737.xml), as well as hands-on fire extinguisher training by a professional firefighter instructor.

There were no fires or fire-related injuries, deaths, or property damage in residential buildings during 2008, 2009, or 2010.

Statistics on Fires

1. The cause of a fire is the factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional act, mechanical failure, or act of nature.
2. A fire-related injury is any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.
3. Fire-related death is any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire. A fire-related death includes any instance in which a person dies within one year of injuries sustained as a result of the fire.
4. The value of property damage is the estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including:
 - contents damaged by fire
 - related damages caused by smoke and water
 - does not include indirect loss, such as business interruption

Campus Public Safety



Missing
Student Policy

2011-12
academic year

MISSING STUDENT POLICY

The purpose of this policy is to establish procedures for the college's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008.

This policy applies to students who reside in campus housing, including off-campus apartment units leased by the college for student residents.

For purposes of this policy, a student may be considered to be a "missing student" if the student's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

I. Procedures for designation of confidential emergency contact information

Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the college no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student. This information will be maintained confidentially and will be available only to the Office of Public Safety and the Vice President and Dean of Students, or her designee.

In the event a student who is under the age of 18 and is not emancipated is determined to be missing pursuant to the procedures set forth below, the college is required to notify a custodial parent or guardian, in addition to the student's designated contact, no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

II. Official notification procedures for missing students

a. Any individual on campus who has information that a residential student may be a missing student must notify the Office of Public Safety as soon as possible and in no event, later than 24 hours after determining that the student is missing

Note: In order to avoid jurisdictional conflicts when an off-campus and/or commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The Office of Public Safety will assist external authorities with these investigations as requested.

b. The Office of Public Safety will gather all essential information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.

If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), no later than 24 hours after the Office of Public Safety determines that a residential student is missing:

i. the Office of Public Safety will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation; and

ii. the Dean of Students will notify the emergency contact (for students 18 and over) or the emergency contact and the

parent/guardian (for students under the age of 18) that the student is believed to be missing.

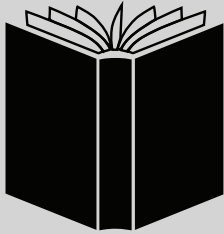
III. Campus communications about missing students

In cases involving missing students, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing student. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the college's Office of Communications. All inquiries to the college regarding missing students, or information provided to any individual at the college about a missing student, shall be referred to the Office of Public Safety, who shall refer such inquiries and information to law enforcement authorities.

Prior to providing the Goucher community with any information about a missing student, the Office of Communications shall consult with the Office of Public Safety and with local law enforcement authorities to ensure that communications do not hinder the investigation.

Approved February, 2009
Revised October 2009

Campus Policies



Sexual Misconduct
Policy

2011-12
academic year

SEXUAL MISCONDUCT POLICY

I. PREAMBLE tudents, faculty, and staff. Therefore, sexual misconduct will not be tolerated. Such behavior seriously undermines the achievement of Goucher’s mission and its effectiveness as an educational institution and a workplace. Each member of the Goucher College community shares a common responsibility to maintain an environment free from sexual misconduct.

As a community dedicated to the care and respect of all its members, Goucher expects every person to play a vital role in the creation and maintenance of an environment free from sexual exploitation, assault, and harassment. In addition to taking a strong stance against sexual misconduct, a community of care and respect promotes and encourages appropriate attitudes and practices among its members. Such attitudes and practices are also essential components of Goucher’s community principles of respect, inclusion, communication, service and social justice, and responsibility. See www.goucher.edu/x24000.xml .

It is the purpose of this policy to promote and maintain an environment free of sexual misconduct by educating the community, vigorously investigating reports of sexual misconduct in a manner that is expeditious and sensitive to the needs and rights of the victim and the accused, and taking steps to prevent recurrence and correct any discriminatory effects on members of the college community. The policy applies to off-campus as well as on-campus conduct, by all constituencies of the college: students, trustees, faculty, administration, staff, and all other employees. Vendors and contractors employed by Goucher are required to ensure compliance by their employees as well.

II. EDUCATION Education and training are a key component of maintaining an environment free from sexual misconduct. Goucher College, therefore, is committed to providing effective educational and training programs to implement this policy to all students, faculty, and staff.

This sexual misconduct policy is online at www.goucher.edu/misconduct, and it is included in the *Campus Handbook* and is described in other informational brochures as appropriate. Such materials are available in the offices of the dean of students, provost, Community Living, Public Safety, Human Resources, and the Student Health and Counseling Center.

Educational programs on sexual misconduct and this policy will be provided for all new students, including transfer, graduate, and Goucher II students. Whenever possible, this will occur within the first four weeks of each semester. Sessions for first-year students will occur during orientation or in the Connections program. Sessions on sexual misconduct will also be included in Community Living programs.

Training and education on sexual misconduct and this policy will be provided for all new faculty and staff and for community assistants (CAs). Periodic refresher programs will also be provided for all faculty, staff, and CAs. Individuals with specific responsibilities described in this policy will receive additional training as required to fulfill those responsibilities effectively.

III. CONFIDENTIALITY Goucher College recognizes that confidentiality is important in matters of alleged sexual misconduct. All persons responsible for implementing this policy will respect the confidentiality and privacy of the individuals involved, to the extent reasonably possible. Those individuals reporting, accused of, or otherwise involved in a sexual misconduct complaint are also required to keep the matter as confidential as reasonably possible. Absolute confidentiality

may not be maintained in all circumstances, including when the college is required to disclose information in response to legal process or when the college's need to protect the safety of others must outweigh confidentiality concerns.

Often a person reporting or otherwise concerned about sexual misconduct wants a discussion to be confidential or off the record. Confidential discussions about sexual misconduct may be available from persons who, by law, have special professional status, such as the college chaplain, Hillel rabbi, and the counselors at the Student Health and Counseling Center. The level of confidentiality depends on what legal protections are held by the specific persons receiving the information, and should be addressed with them before specific facts are disclosed. Goucher employees, including faculty, staff, and community assistants (CAs) and other paraprofessional staff, may be required to disclose information concerning sexual misconduct that is not personally identifiable, and they may even be required to disclose personally identifiable information in cases where a member of the college community is at risk.

College employees who wish to engage in confidential discussions about sexual misconduct may also choose to use Goucher's Employee Assistance Program (EAP), provided by APS Health Care. Discussions with EAP personnel are confidential and are not reported to the college. EAP can be contacted at 1-800-765-0770.

IV. CLASSROOM MATERIALS AND CONTENT

Complaints under this policy that classroom materials, projects, or classroom discussions are offensive because they include references to sexual terms are to be evaluated with due regard to principles of academic freedom. Consistent with those principles, course content and teaching methods remain the province of individual faculty members. However, content or methods that focus attention on sexual terms or characteristics not germane to the academic discussion or on sexual characteristics of individual students, faculty, or staff are inappropriate and may constitute sexual harassment and a violation of this policy.

V. CONSENT

Sexual misconduct sometimes involves absence of consent. Consent is expressed in explicit words, and it means willingly and knowingly agreeing to engage in mutually understood sexual conduct. Consent must be mutual and ongoing; offered freely and knowingly; and cannot be given by a person who is incapacitated, as described below.

Non-communication or silence constitutes lack of consent. A verbal "no" constitutes lack of consent, even if it sounds insincere or indecisive. Incapacitation also constitutes lack of consent. If at any time during a sexual interaction any confusion or ambiguity should arise about consent, it is the responsibility of the person initiating the activity to stop and clarify the other's willingness to continue. If at any time consent is withdrawn, the activity must stop immediately. Consumption of drugs or alcohol, in and of itself, does not relieve a party of responsibility to obtain ongoing consent.

For consent to be valid, all parties must be capable of making a rational, reasonable decision about the sexual act and must have a shared understanding of the nature of the act to which they are consenting. Under this policy, a person is considered to be incapable of giving consent, or "incapacitated," if her or his judgment is substantially impaired by drugs, alcohol, or some other physical or mental condition; or if he or she is incapacitated by being threatened, intimidated, or coerced into giving consent. Indications of consent are irrelevant if the person is incapacitated. Engaging in sexual activity with someone who is incapacitated constitutes sexual misconduct and violates this policy.

Examples of incapacitation include, but are not limited to, being passed out, asleep, unable to communicate, subjected to violence or threat of violence, or intoxicated at a level that substantially impairs judgment. Physical indicators of incapacitation may include:

- slurred speech
- unsteady gait or stumbling
- vomiting
- unfocused or bloodshot eyes
- outrageous or unusual behavior
- expressed memory loss
- disorientation
- unresponsiveness

VI. DEFINITIONS

“Student” means any individual taking a course, writing a thesis, or doing a study-abroad program or internship through Goucher College, including those in the undergraduate, graduate, continuing education, non-degree, and certificate programs. Persons who withdraw after allegedly violating this policy, or who are not officially enrolled for a particular term but have a continuing relationship with the college, are considered “students.”

Any Goucher employee who is also taking a class or classes at the college will be considered an employee for the purposes of this policy.

VII. SEXUAL ASSAULT

Goucher College does not tolerate sexual assault under any circumstances. Perpetrators of sexual assault may be subject to criminal prosecution, as well as disciplinary action by the college. Anyone who has been sexually assaulted or believes she or he might have been sexually assaulted is strongly encouraged to seek immediate medical and emotional support and to report the incident. Reports may be made to designated campus consultants (see section C below) or 24/7 to the Office of Public Safety (410-337-6111 or 6112).

A. *Definition*

Sexual assault is defined as non-consensual physical contact of a sexual nature. Sexual assault includes rape and any other acts using force, threat, intimidation, or coercion, or using advantage gained by the victim’s inability (whether temporary or permanent) to make rational, reasonable decisions about sex, of which the accused was aware or should have been aware. Sexual assault includes:

- non-consensual sexual intercourse, which is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, between any persons, without consent; and
- non-consensual sexual contact, which is any sexual touching (including disrobing the other or exposing oneself), however slight, with any object, between any persons, without consent.

B. *What to Do After an Assault*

Victims of sexual assault are strongly encouraged to take the following steps soon after the assault:

- **Seek support.** Call a friend, family member, or someone else nearby whom you trust and ask that person to stay with you. You may also contact a campus consultant or outside source of support, as described in sections C and D below.
- **Report the assault to the Office of Public Safety** at 410-337-6111 or 6112. Public Safety officers are trained responders. Reporting the assault is important for your protection and to pursue any legal remedy related to the assault, such as prosecution, should you decide to do so. Reporting the assault can also help you regain a sense of personal power and control and can help ensure the safety of other potential victims.

- If you feel unsafe, lock the door if possible and call the Office of Public Safety at 410-337-6111 or 6112. Wait for your support person or a Public Safety officer to arrive.
- If the alleged perpetrator was unknown to you, **try to remember any helpful details** that may lead to his or her identification, such as scars or other marks, jewelry, dress, language, approximate height and weight in comparison to your own, vehicle description, or tag number. Write these down as soon as you can and include the date and time of writing.
- At this moment, or later, you will need to decide whether to pursue **legal remedy**. To support legal remedies, do the following:
 - Do not disturb the area, room, or vehicle where the assault was committed.
 - Do not bathe, shower, douche, brush your teeth, or eat or drink.

Please see section G below about forensic examinations and preservation of physical evidence

C. *Campus Sources of Support*

If you are sexually assaulted, you may choose to contact a trained sexual assault consultant for support and advice. A consultant can also help you make decisions about reporting (see section H below), and, at your request, they may accompany you to report the assault.

Consultants will maintain confidentiality to the extent reasonably possible. The following people are sexual assault consultants on campus:

- Raymond Green, counselor 410-337-6054
- Monica Neel, psychologist 410-337-6562
- Josh Snyder, Hillel rabbi 410-337-6545
- Sharon Spector, counselor 410-337-6052
- Cynthia Terry, college chaplain 410-337-6048

You may also report an assault 24/7 to Public Safety at 410-337-6111 or 6112.

D. *Other Sources of Support*

On Campus. *If you have been sexually assaulted, you may choose to seek support from other members of the college community, such as students, community assistants (CAs), or faculty. CAs and faculty members may be required to disclose information concerning the incident that is not personally identifiable, and they may even be required to disclose personally identifiable information in cases where a member of the college community is at risk. Persons who, by law, can offer a greater level of confidentiality because of their special professional status, such as the college chaplain, Hillel rabbi, and the counselors at the Student Health and Counseling Center, may also be required to disclose personally identifiable information in cases that threaten imminent danger to a member of the college community. If you are concerned, please discuss confidentiality with the person to whom you wish to speak before disclosing the assault.*

Off Campus. *If you have been sexually assaulted, you may choose to receive assistance from a non-Goucher source. The following resources are available off campus:*

- **TurnAround**
(Sexual assault/domestic violence crisis program)
 - Domestic violence hotline 410-828-6390
 - Sexual assault hotline 443-279-0379
 - Baltimore County office 410-377-8111
 - Baltimore City office 410-837-7000
- **House of Ruth**
(Domestic violence services and shelter)
 - Hotline and Victim Advocate Program 410-889-7884

- | | |
|---|----------------|
| Domestic Violence Legal Clinic | 410-554-8463 |
| • Maryland Coalition Against Sexual Assault, Inc.
(referral source but not direct service provider) | |
| Office | 410-974-4507 |
| • Rape, Abuse & Incest National Network | |
| Hotline | 800-656-HOPE |
| • Sexual Assault Legal Institute
(assistance with legal issues related to sexual violence) | |
| Office | 301-565-2277 |
| Toll free | 877-496-SALI |
| • APS Health Care
(Employee Assistance Program provider for Goucher employees only) | |
| Office | 1-800-765-0770 |

Contact information for off-campus resources may change, and other resources may become available over time. Goucher College will periodically update this list as appropriate.

E. Counseling

If you are sexually assaulted, it is important that you talk with a counselor who is trained to assist victims with the emotional and physical impacts of the assault. This expertise is available in the Student Health and Counseling Center and at TurnAround in Towson, the sexual assault/domestic violence crisis program for this area.

On Campus. Students may receive confidential counseling during work hours, **free of charge**, from Goucher’s counselors by contacting the Student Health and Counseling Center:

- Appointments may be made by calling 410-337-6481 from 9 a.m. to 5 p.m., Monday through Friday.
- Emergency walk-in counseling is available at 1 p.m. every weekday without an appointment.

After hours and on Saturday and Sunday, consultation for students is available by calling the Office of Public Safety at 410-337-6111 or 6112. *You will be referred immediately to on-call staff for support and assistance.*

For counseling, you may also contact the college chaplain, Cynthia Terry, at 410-337-6048, or the Hillel rabbi, Josh Snyder, at 410-337-6546, from 9 a.m. to 5 p.m.

Off Campus. *You may contact TurnAround in Towson for counseling. Fees are charged on a sliding scale.*

- 24-hour domestic violence hotline at 410-828-6390
- 24-hour sexual assault hotline at 443-279-0379
- Daytime general information at 410-337-8111 or 410-837-7000

F. Medical Attention

Even if you think that you do not have any physical injuries, you are strongly encouraged to have a medical examination and discuss with a health care provider the risk of exposure to sexually transmitted diseases and the possibility of pregnancy resulting from the sexual assault. If you suspect that you may have been given a rape drug, such as Rohypnol (“roofies”), ask the hospital or clinic where you receive medical care to take a urine sample.

You may choose to be seen at the Student Health and Counseling Center (410-337-6050) for injuries, testing for sexually transmitted diseases, emergency contraception, and counseling. Please note that the Student Health and Counseling Center does not collect evidence or perform forensic medical exams.

The Student Health and Counseling Center provides medical care and counseling for all survivors of sexual assault, regardless of gender.

You may prefer to be taken to a local hospital for medical attention:

- to be examined for injuries
- to have evidence collected
- to receive immediate counseling and referral service
- to receive emergency contraception
- to be tested and treated for STDs

If you desire transportation to the hospital, please contact the Office of Public Safety at 410-337-6111 or 6112. If you are a student, please know that the on-call staff will accompany and assist you at the hospital. TurnAround in Towson also offers ER companion advocates who will meet you at the hospital if you call them (24-hour hotline, 410-828-6390). You will receive full and prompt cooperation from campus personnel in obtaining appropriate medical attention, including providing transportation to the nearest designated hospital.

G. *Preservation of Evidence and Forensic Examinations*

If you believe that you may, at any time, choose to pursue legal remedy related to the assault, please request that the hospital perform a free Sexual Assault Forensic Examination (SAFE). Agencies vary as to the exact length of time, but physical evidence is most effectively obtained within 48 to 72 hours of a sexual assault. Maryland law allows a hospital to provide the SAFE exam free of charge, and there is no requirement for you to report an attack to the police; you can remain anonymous, and the evidence will be held for a time with no identification. Greater Baltimore Medical Center (GBMC, at 6701 North Charles Street in Towson; ER 443-849-2225) is the closest hospital designated for sexual assault evidence collection, and it performs SAFE exams. Mercy Hospital (at 301 St. Paul Place in Baltimore; ER 410-332-9477) is the designated hospital in Baltimore City, and it also performs SAFE exams. Both hospitals will perform the exams regardless of where the assault occurred, although GBMC works most closely with Baltimore County prosecutors.

If you are planning to have a SAFE examination, please preserve all physical evidence of the assault. Please do not bathe, shower, douche, brush your teeth, or eat or drink (this can be done after the examination).

If you think you may want to pursue legal remedy related to the assault, it is important to preserve other evidence as well. Please do not wash or throw away any articles of clothing worn during the assault. Please place the items in a paper bag (plastic may break down the evidence), with each separate item in a separate bag if possible (paper bags are available from the Office of Public Safety).

H. *Reporting*

Decisions about reporting a sexual assault include whether to report the assault to the college administration, whether to file a complaint under the formal disciplinary procedures of this policy, and whether to bring criminal charges. *If you have been sexually assaulted, we will support your decision to report; you will not be penalized by the college for use of illegal drugs or alcohol related to the incident.* You may report the assault directly to:

- the Office of Public Safety 410-337-6111 or 6112
- the assistant dean for community living 410-337-6297
- the dean of students 410-337-6402

- the director of Human Resources 410-337-6010

If you are sexually assaulted on campus, you are strongly encouraged to contact the Office of Public Safety immediately. When appropriate, Public Safety will issue a campus-wide alert for the protection of the college community, without revealing your identity.

I. Criminal Procedures

If you are sexually assaulted, you have the option of notifying the appropriate law enforcement officials, including local police, and you have the right to file criminal charges. At your request, the Office of Public Safety, as well as faculty or staff serving as your adviser, if requested, will promptly help you notify law enforcement officials.

J. Special Disciplinary Procedures for Sexual Assault

The college may institute disciplinary procedures against an accused student, faculty member, or staff member regardless of whether any criminal charges are filed. Persons accused of sexual assault may be removed from campus, pending disciplinary action or criminal procedures, to avoid additional conflict within the community and to protect the safety of all those involved and of the campus community.

If you are sexually assaulted, you, or when appropriate, the college, may institute disciplinary procedures pursuant to this policy (see section XI). If a criminal charge is filed, the college's general counsel shall determine whether action under this policy should be delayed pending the outcome of the criminal case. The college is not required to await the outcome of any criminal proceedings before taking action under this policy. If a student or employee is found guilty of or pleads guilty to a rape charge in a criminal case, and no appeal is filed within the appeal period, the college shall immediately expel the student from Goucher or immediately terminate the employee without further investigation or hearing. If a student or employee is found guilty of or pleads guilty to any other charge of sexual assault in a criminal case, and no appeal is filed within the appeal period, the college may immediately expel the student or may immediately terminate the employee without further investigation or hearing. Individuals who are expelled or terminated under this provision are banned from campus.

If you believe you have experienced sexual assault, please consider your option to bring a complaint of sexual misconduct against the perpetrator. The complaint procedures are described in section XI of this policy. If you believe you have witnessed sexual assault against another person, please consider reporting the matter to the Office of Public Safety or to other college authorities.

VIII. SEXUAL HARASSMENT

A. Definition

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or an individual's participation in an educational program;
- submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment on the Goucher campus.

Sexual harassment may occur in person or by telephone, e-mail, text messaging, or other electronic means. Such conduct is a violation of this policy and may also be a violation of Goucher's Electronic Communications Policy, Goucher's Computer Use Policy, and federal law.

B. Types of Sexual Harassment

- *Quid Pro Quo* Harassment

Quid pro quo sexual harassment may occur when anyone in an institutional position of power or authority over another uses any academic or supervisory reward (such as withholding appropriate grades, promotion, or evaluation) to subject another person to unwanted sexual attention or to subject that person to verbal or physical conduct of a sexual nature. Examples of relationships involving institutional positions of power or authority include, but are not limited to, department chair to faculty member, tenured to non-tenured faculty member, teacher or teaching assistant to student, student leader to student, supervisor to employee, and administrator to staff or student.

- Hostile Environment Harassment

Sexual harassment may also occur when unwelcome sexual advances, requests for sexual favors, inappropriate displays of sexually suggestive material, and other verbal or physical conduct of a sexual nature unreasonably interfere with an individual's work or academic performance or create an intimidating, hostile, or offensive campus environment. Such conduct may create a hostile environment for individuals other than those at whom the conduct is directed. Hostile environment harassment includes peer harassment, such as student-to-student or colleague-to-colleague.

To constitute a hostile environment, the harassment must be sufficiently severe or pervasive to affect the conditions of the complainant's employment, academic standing, or participation in an educational program or activity, and it must create an offensive or abusive environment. A single incident or isolated incidents of offensive sexual conduct or remarks may create a hostile environment, but generally do not unless the conduct is quite severe. Even instances that may not constitute a hostile environment should, however, be addressed under the informal procedures of this policy so they are not repeated.

C. Examples

Examples of conduct prohibited by this policy include, but are not limited to:

- insults of a sexual nature, including lewd, obscene, or sexually suggestive displays, remarks, or conduct
- unwanted patting, pinching, hugging, or other touching
- sexist remarks and sexist behavior
- unwelcome flirtation, advances, inappropriate social invitations, or unwanted requests for sexual favors
- unwanted discussions of sexual matters
- requests or demands for sexual favors accompanied by implicit or explicit promised rewards or threatened punishment.

Such behavior may be expressed in person or by telephone, e-mail, text messaging, or other electronic means.

If you believe you have experienced sexual harassment, please consider your option to bring a complaint of sexual misconduct against the perpetrator. The complaint procedures are described in section XI of this policy. If you believe you have witnessed sexual harassment directed at another person, please consider reporting the matter to appropriate college authorities.

IX. CONSENSUAL RELATIONSHIPS

A. General

Persons in positions of power or authority over others should be aware of and sensitive to the problems that may arise from seemingly consensual relationships with their subordinates. The power differential inherent in such relationships may compromise free

choice. Any perceived abuse of authority diminishes trust and respect among members of the college community. For example, others not involved in the relationship may believe they are being treated or evaluated unfairly as a result of the relationship. Claims of sexual harassment may emerge from the subordinate person in the relationship or from third parties. Accordingly, all members of the college community are expected to maintain appropriate professional relations with one another.

B. Relationships with Students

1. Goucher College specifically prohibits consensual sexual or physically intimate relationships between faculty and students and between staff and students. Such relationships undermine significant educational goals of the college. Subject to the appropriate approvals, an individual department or office within the college may implement more restrictive policies for its employees, according to the special nature and requirements of their employment.
2. There may be occasions when a sexual or physically intimate relationship exists before one or both of the individuals in the relationship becomes a faculty member, staff member, or student, such as to violate the prohibition on consensual relationships with students. In such cases, the faculty or staff member in the pre-existing relationship is required to disclose the relationship promptly to either the provost, in the case of faculty, or the director of Human Resources, in the case of staff. With the assistance of the provost or director, and in a manner that causes the least detrimental effect for the student, the faculty or staff member shall take steps to remove himself or herself from the position of power or authority.

C. Relationships between Faculty and Staff

1. An individual may be found to have professional influence or authority over a faculty or staff member when that individual supervises or evaluates performance, or recommends or awards salary, reappointment, promotion, or tenure of the faculty or staff member. The existence of professional influence or authority is determined on a case-by-case basis.
2. When a consensual sexual or physically intimate relationship exists or develops between a faculty or staff member and a member of the faculty or staff over whom he or she has professional influence or authority, the person with professional influence or authority shall promptly report the existence of the relationship to either the provost, in the case of faculty, or the director of Human Resources, in the case of staff. With the assistance of the provost or director, and in a manner that causes the least detrimental effect for the other person, the faculty or staff member shall take steps to remove himself or herself from the position of power or authority. Because such steps may adversely affect the other person in the relationship, may jeopardize the position at the college of the person with influence or authority, and may inconvenience or cause undue hardship to other members of the college community, both parties should be mindful of the potential consequences before entering into a sexual or physically intimate relationship.

D. Discipline.

Failure to comply with this policy or to self-report the existence of a relationship as required by this policy is in itself considered sexual misconduct and will be subject to the appropriate disciplinary procedures. Sanctions may result in suspension without pay or dismissal.

If you believe you have experienced a violation of the consensual relationships policy, please consider your option to bring a complaint of sexual misconduct against the perpetrator. The complaint procedures are described in section XI of this policy. If you believe you have witnessed a violation of the consensual relationships policy involving other persons, please consider reporting the matter to college authorities.

**X. SEXUAL
EXPLOITATION**

A. Definition

Sexual exploitation occurs when a person takes non-consensual, unjust, or abusive sexual advantage of another person for his or her own benefit or for the benefit of anyone other than the person being exploited, and it may include conduct that does not otherwise constitute sexual misconduct under this policy.

B. Examples

Examples of conduct prohibited by this policy include, but are not limited to:

- non-consensual photographs, video, or audio recording of sexual activity by any electronic device
- non-consensual posting or sharing of a consensually made photograph, video, or audio recording of sexual activity
- going beyond the boundaries of the consent given, such as by secretly allowing others to watch consensual sex
- voyeurism, cyberstalking, bullying, or intimidation of a sexual nature.

If you believe you have experienced sexual exploitation, please consider your option to bring a complaint of sexual misconduct against the alleged perpetrator. The complaint procedures are described in section XI of this policy. If you believe you have witnessed sexual exploitation of another person, please consider reporting the matter to college authorities.

**XI. PROCEDURES
GENERAL**

Goucher College wishes to protect the rights and the integrity of all members of its community. This includes the right of individuals to be free from sexual misconduct. Any person who feels she or he has been subjected to sexual misconduct, as defined in this policy, may choose to implement either the informal or formal procedures described below. These procedures apply to all types of sexual misconduct and should be followed in as confidential and sensitive a manner as possible to protect all of the individuals involved.

A. Reporting Deadline

Prompt reporting of a complaint of sexual misconduct as defined in this policy is strongly encouraged because it facilitates a timely resolution of the matter. Ordinarily, formal complaints of sexual misconduct must be filed under these procedures within four years of the date when the incident is alleged to have occurred. However, there may be instances when the person making a complaint is reluctant to report the alleged misconduct within four years. The administrator with whom the complaint is filed is authorized to process a complaint of sexual misconduct after the four-year period when that administrator is satisfied as to the adequacy of the complainant's written explanation of the delay in reporting the complaint. An individual, such as a former student or former employee who has left the Goucher community, may bring a complaint within the four-year period for misconduct that occurred while the individual was a member of the Goucher community.

B. Goucher's Obligation to Address Allegations

There may be situations or circumstances when a member of the college community is subjected to sexual misconduct but does not wish to come forward or pursue a complaint, or when a person observes sexual misconduct directed at another member of the college community. Goucher College will do all it can to respect the victim's wishes, but it may proceed to address allegations of sexual misconduct if and when college administrators become aware of such allegations, especially where the circumstances present a threat of harm or injury to the victim or other members of the community.

C. Consultants and Advisers Prior to and During the Process

1. If you are concerned about a possible incident of sexual misconduct but unsure of your options and whether to report the incident, please consult section III of this policy for information on persons you can speak to in confidence. If the miscon-

duct involves sexual assault, please consult section VII.C and D for sources of support on and off campus.

2. Both parties may choose an adviser to support and accompany them throughout the informal or formal procedure. The adviser serves in a supporting role, must be a member of the college community (faculty, staff, or student), and may not be a practicing attorney or a witness in the case.
3. Goucher College has appointed and trained certain individuals within the college community to assist complainants and accused persons with procedural questions or concerns. Each party will be provided with a list of these procedural consultants and may contact them at any point during the informal and formal process.
4. Once informal or formal procedures are initiated, the persons charged with handling and investigating sexual misconduct complaints may consult with the general counsel of the college at any point during the process.

D. Campus Protective Order

Any person who brings a complaint of sexual misconduct under this policy may seek a campus protective order pending administrative disciplinary action. Campus protective orders are written orders issued by the director of Public Safety to the accused, which restrict or prohibit contact with the complainant or impose such other restrictions as may be appropriate. Requests for campus protective orders may be made to the administrator handling the complaint, who will consult with the director of Public Safety. Complainants may also seek protective measures from outside law enforcement agencies.

E. Changes in Housing, Class, Internship, Office, or Work Assignment

Any student who brings a complaint of sexual misconduct under this policy may request a change in housing (a new room assignment in the residence halls), class assignment (a change to a different section of a course), or internship placement (a change to a different internship site) so the student will be removed from the influence of the accused. Such requests may be made to the administrator handling the complaint, who will consult with the appropriate individuals and grant the request if alternative arrangements are reasonably available.

Any faculty or staff member who brings a complaint of sexual misconduct under this policy may request a change in office location or in work assignment to be removed from the influence of the accused. Such requests should be made by faculty to the provost and by staff to the director of Human Resources, and they will be granted if alternative arrangements are reasonably available.

**XII.COMPLAINTS
AGAINST MEMBERS OF
THE GOUCHER
COLLEGE COMMUNITY**

A. Informal Procedure

Note: As a general matter, the informal procedure is not appropriate for and will not be implemented in cases of sexual assault. Mediation will never be used in cases of sexual assault.

When an incident arises in which a person feels he or she has been subjected to sexual misconduct, as defined in this policy, the situation should be addressed as soon as possible. In many cases, informal actions can be taken that will effectively stop the misconduct. The person may choose to confront the offender, making it clear that he or she does not want any further incidents to occur. If this does not stop the misconduct, or if the person does not feel he or she can confront the offender or needs help in the process, any one of the following administrators may be contacted:

- provost or associate dean for faculty affairs, when the offender is a faculty member
- dean of students or assistant dean for community living, when the offender is a student
- director of Human Resources or designee, when the offender is a staff member
- director of Public Safety or designee.

The administrator can provide the person with support and advice on how to confront the offender and how to discourage any further misconduct. At the person's request, the administrator may also intervene directly with the offender. In such cases, the administrator will provide the offender an opportunity to respond to the allegation and then, after discussions with both parties, may attempt to mediate or suggest another person to mediate a solution, which may result in a written agreement between the parties. In appropriate cases, other remedial action may also result.

The administrator will make every effort to resolve informal complaints in a timely manner.

At any time, either party may end the informal process and begin the formal complaint procedure. The formal procedure may also be implemented if the informal complaint procedure has been exhausted without resolution satisfactory to the complainant.

B. Formal Procedure

1. Complaint panel: Formal complaints of sexual misconduct will be received and decided by a three-person panel. A panel chair, a panel member at-large, and one alternate member shall be appointed for two-year terms by the president of the college. The panel for each complaint shall include the chair and one of the following administrators:
 - the dean of students or designee, when either of the parties is a student
 - the provost or designee, when either of the parties is a faculty member
 - the director of Human Resources or designee, when either of the parties is a staff member.

The panel member at-large shall serve as the third panel member when needed and shall serve as chair when the appointed chair is unavailable or must be recused from a particular case due to conflict of interest. The alternate member shall serve when one of the appointed members is unavailable or must be recused from a particular case due to conflict of interest.

All panel decisions shall be made by majority vote.

2. Filing a complaint: All formal complaints of sexual misconduct must be made in writing by the complainant and must describe the particulars of the alleged misconduct. Complaints may be filed with any of the appropriate panel members or with the general counsel, and must be made on the complaint form available at <http://www.goucher.edu/sexualmisconductform>.
3. Notice to accused: The person accused of sexual misconduct is notified in writing and in person (if feasible) of the complaint and investigation and is provided with a copy of the written complaint.
4. Investigators: The panel shall promptly appoint two individuals to conduct an investigation of the complaint. One of the investigators shall be female, and one shall be male. At least one investigator shall be a faculty member when the complaint is against a faculty member. To the extent possible, no investigator appointed by the panel shall be someone who is supervised by or reports to any panel member.
5. Investigation: The complainant and the accused shall both be interviewed by the two investigators and may have an adviser with them for the meeting. Both parties may present documents, the names of witnesses, and other evidence to the investigators. The accused may not be present for the complainant's interview unless the complainant consents, and vice versa. The investigators, either alone or together, may also interview other witnesses and consider other evidence.
6. Report and recommendation: In a timely manner, but barring special circumstances no later than one month from the date the complaint is filed, the investigators shall make a report with recommendations to the panel. The report shall describe the investigation and all relevant evidence obtained in it, provide support

for the conclusions drawn by the investigators, and make recommendations for sanctions or other remedial action as appropriate. The investigators shall arrive at their conclusions based on a preponderance of evidence, meaning whether it is more likely than not that this policy was violated.

7. Distribution of report: The parties shall be provided a summary of the investigators' report and recommendations. Either party may view, but not copy, the full report and recommendations upon request. The report and recommendations may be redacted when necessary to protect privileged or confidential information, to protect the safety or well-being of individuals involved in the investigation, or to comply with the provisions of the Family Educational Rights and Privacy Act (FERPA).
8. Appeal: Both parties shall be given the opportunity to respond to the report and recommendation by appealing to the panel. Such response may be in writing or in person and shall be made within the time frame established by the panel, but in any event no less than 21 calendar days from the date the party receives the summary. The response is the parties' opportunity to address any issues, concerns, or disagreements with the report and recommendation, including any concern that the procedures described in this policy may not have been followed, that any sanctions recommended are disproportionate for the offense or otherwise unfair, that the investigators' findings are not supported by the information provided during the investigation, and that new information or relevant facts have become available since the time of the investigation.
9. Decision: The panel shall review the investigators' report and recommendation and any responses made by the parties. The panel will then issue a written decision that includes the imposition of sanctions, if appropriate. In determining sanctions, the panel will take into account any previous violations of this policy.
10. No further appeal: The decision of the panel represents the final decision of the college. No administrative processes otherwise available to faculty, staff, or students may be used to further appeal the decision of the panel. However, in the event that new information or relevant facts become available within 90 calendar days after the date of the decision, a party may request that the panel reopen the case. Such request must be made in writing to the panel chair, within seven calendar days of the date the information or facts become known to the party.
11. Distribution of decision: If the accused is a college employee, copies of the written decision are provided to the complainant and the accused to the extent permitted by the provisions of the Family Educational Records and Privacy Act (FERPA). If the accused is a student, a copy of the written decision is provided to the accused to the extent permitted by the provisions of FERPA and as required by the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act (Clery Act). In such cases, the complainant shall also be advised of the panel's decision to the extent permitted by the provisions of FERPA.
12. Sanctions: If the panel determines that the accused has violated the sexual misconduct policy, the appropriate administrator (provost, dean of students, or director of Human Resources) shall implement any sanctions imposed by the panel. When the accused is an employee other than a faculty member, the director of Human Resources shall institute sanctions together with the accused's supervisor and/or department head. Sanctions may include, but are not limited to:
 - a. for student violations, a written letter of warning, a letter of reprimand, mandatory attendance at an educational program on sexual harassment or sexual assault, mandatory referral for psychological assessment and compliance with any resulting treatment plan, change in room assignment, restriction of activities and/or on access of campus facilities, probation, expulsion

from the residence halls and/or from nonacademic campus activities, suspension, or expulsion from the college;

- b. for faculty violations, a written warning, a letter of reprimand, mandatory attendance at an educational program on sexual harassment or sexual assault, mandatory referral for psychological assessment and compliance with any resulting treatment plan, restriction of responsibilities, restriction of activities and/or of access to campus facilities, reassignment, denial of salary increase, suspension without pay, or dismissal;
- c. for violations by employees other than faculty members, a written warning, a letter of reprimand, mandatory attendance at an educational program on sexual harassment or sexual assault, mandatory referral for psychological assessment and compliance with any resulting treatment plan, restriction of responsibilities, restriction of activities and/or of access to campus facilities, reassignment or transfer to another department, denial of salary increase, suspension without pay, final written warning, or termination.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by outside authorities.

XIII. COMPLAINTS AGAINST PERSONS OUTSIDE THE GOUCHER COLLEGE COMMUNITY

- A. Complaints against students from other institutions or other campus visitors should be reported to the director of Public Safety, who will investigate the complaint and take appropriate action.
- B. Complaints against employees of entities that do business with Goucher should be reported to the director of Public Safety, who will investigate the complaint and take appropriate action.
- C. Complaints against individuals at internship sites should be reported to the director of Career Development, who will investigate the complaint and take appropriate action.
- D. Complaints against individuals at international study sites should be reported to the resident director or to the site's international student officer and to the associate dean for International Studies at Goucher, who will investigate the complaint and take appropriate action.

XIV. PROTECTION FOR COMPLAINANTS AGAINST RETALIATION

Threats, intimidation, and retaliation against a complainant for bringing a sexual misconduct complaint are violations of this policy and, thus, may be grounds for disciplinary action.

The college will take steps to protect students and employees from reprisal by the accused. Such protection will need to be appropriate to the individual's circumstances. For students, this may include the opportunity to drop a course, transfer to another section, complete the course independently, have a pass/fail option, have a third party grade the work, have another person assigned to write recommendations or references on behalf of the student, or have another person assigned as an adviser to the student. For employees, such protection may include having a third party conduct the annual evaluation or the option to transfer to another department, if feasible.

XV. MISUSE OF POLICY

The purpose of this policy is to promote and maintain an environment at Goucher College that is free from sexual misconduct. Any member of the college community who believes he or she has been subjected to sexual misconduct is encouraged to use the procedures provided in this policy for the benefit and protection not only of that individual, but ultimately of the entire college community. However, fabricated charges of sexual misconduct undermine the purpose and effectiveness of this policy. Accordingly, as is the case with any Goucher

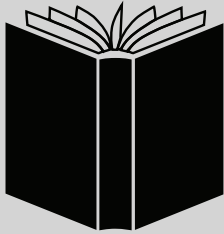
policy, persons who knowingly fabricate charges of sexual misconduct may be subject to disciplinary action. Allegations of fabricated charges must be reported within 90 calendar days of the date of the final decision. Such allegations may be reported to the administrator handling the complaint, who shall investigate the allegations and take any appropriate action.

**XVI. INFORMATION
CONCERNING REGIS-
TERED SEX OFFENDERS**

As required by the Campus Sex Crimes Prevention Act, the college community is advised that law enforcement agency information provided by the state of Maryland concerning registered sex offenders may be obtained at the following website: <http://www.dpsscs.state.md.us/onlineservs/sor/>. In addition, the Baltimore County Police Department provides Goucher's Office of Public Safety with notice of registered child sex offenders who reside in Baltimore County. This information is available for review upon request by all members of the college community.

APPROVED BY GOUCHER PRESIDENT SANFORD J. UNGAR ON AUGUST 6, 2003
Amended Spring 2007, Fall 2010, Summer 2011

Campus Policies



Alcohol, Tobacco,
& other drugs

2011-12
academic year

ALCOHOL, TOBACCO, AND OTHER DRUGS

I. INTRODUCTION The college's policy prohibiting alcohol abuse, smoking in college buildings and the illegal manufacture, distribution, dispensation, possession, or use of alcohol and illicit drugs is designed to promote both the health and safety of all members of the community and their rights to an environment free from the effects of substance abuse. All students and employees are required to comply with this policy, which is adopted in compliance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989, and the Drug-Free Schools and Campuses Regulations.

- II. GENERAL REGULATIONS RELATING TO THE USE OF ALCOHOL, TOBACCO AND OTHER DRUGS**
- A. All Goucher faculty, staff and student employees and all Goucher students are prohibited from the abuse of alcohol and the unlawful manufacture, distribution, dispensation, possession, or use of alcohol or illicit drugs on college property or as part of any college activity, whether on or off campus.
 - B. Each faculty and staff member and student employee is expected to report to work free of the influence of alcohol or illicit drugs and to refrain from the use of alcohol or illicit drugs during the performance of his or her work. Employees who are on call but not physically present on campus should either refrain from the use of alcohol during the on-call period or consume alcohol only in moderate amounts, so that they are capable of performing their job functions if called to the campus for duty.
 - C. All faculty, staff, and student employees are required to notify the Human Resources Department of any conviction under a criminal drug statute, no later than five days after such conviction. A conviction includes a finding of guilt, a plea of nolo contendere, and/or the imposition of a sentence by any responsible judicial body. If the individual is supported by a federal grant or contract, the college will notify the supporting government agency within 10 days after receiving notice.
 - D. Any student who is arrested on or off campus for violation of a criminal drug statute must notify the vice president and dean of students within 48 hours of the arrest.
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III. SMOKING POLICY Smoking, including the use of electronic cigarettes, is not permitted in any Goucher vehicle or building, including but not limited to residence halls, individual rooms and apartments within residence halls, individual faculty and staff offices, faculty and staff lounges, the Gopher Hole, and the Pearlstone Café. Smoking is also prohibited within 25 feet of any Goucher building.

**IV. REGULATIONS
RELATING TO
ALCOHOLIC BEVERAGES**

- A. All members of the Goucher College community are subject to the laws of the state of Maryland. Those laws provide that no individual under the age of 21 may possess alcoholic beverages of any kind and that no individual may sell or furnish alcohol to individuals under the age of 21.
- B. Alcoholic beverages served at campus events are subject to the policies outlined below for student events and non-student events.
- C. No person associated with the college in any capacity—employee, student, or other community member—may serve or furnish alcohol to a person under the age of 21.
- D. Alcoholic beverage consumption by individuals of legal drinking age is permitted in individual rooms in the residence halls, but may not occur in public areas, including but not limited to outdoor areas, hallways, lounges, bathrooms, and common rooms.
- E. For those of legal drinking age, containers of alcoholic beverages larger than three liters, including kegs, are not permitted.
- F. Those who make the decision to drink are accountable for their behavior while under the influence of alcohol on the same basis as if they had not been drinking.
- G. While studying and living in another country, members of the college community are subject to the laws of that country concerning alcoholic beverages. It is the responsibility of each individual to familiarize himself or herself with these laws and to understand the gravity of any violation of local laws, legal requirements, or behavior norms when in another country.

**V. ALCOHOL
REGULATIONS
FOR STUDENT EVENTS**

“Student events” are those events that are registered with the Office of Student Engagement or are hosted exclusively for students. All events that are sponsored or organized by student groups must be registered with the Office of Student Engagement.

- A. Beer and wine may be sold at scheduled student events that are registered with the Office of Student Engagement at least three weeks (15 working days) in advance. The sponsoring organization is allowed to charge admission to the event but the organization cannot include the cost of alcohol in the admission price. It is suggested that the organization sell tickets in advance of the event so that the projected attendance is as accurate as possible.
- B. At least one public safety officer or an outside vendor approved by the director of public safety must be hired for an event where alcohol will be served. If more than 100 attendees are expected, a minimum of two officers is required, with the need for additional officers being determined by the department of public safety. One public safety officer and one faculty/ staff adviser will be responsible for checking identification cards and wrist banding those individuals of legal drinking age. Alcoholic beverages must be dispensed in a separate area that is restricted to individuals who are at least 21 years of age. The wrist band will be punched each time that alcohol is purchased. Beer or wine must be paid for per drink, at cost or above, rather than at discount rates so that the college does not subsidize the cost of the alcohol. Individuals attending the event cannot bring their own alcohol.
- C. A server hired through Campus Dining Services, Office of Student Engagement professional staff or other designee who has completed appropriate training will serve the alcohol. It is the server’s responsibility to ensure that underage and visibly intoxicated persons are not served alcohol. The maximum amount of alcohol to be purchased will be determined by the number of people projected to attend and the number of hours for the event. This will be based on no more than one drink per person, per hour for a maximum of four hours. It is the responsibility of the organization sponsoring the event to purchase the alcohol.

- D. At least one executive board member of the organization sponsoring the event must be present at all times during the event. This individual cannot consume alcohol during the event. This/these person(s) will circulate throughout the event to ensure that alcohol is not being consumed by those who are under 21 and that those in attendance are behaving responsibly. Faculty and staff advisers are encouraged to attend the sponsoring organization's events.
- E. The event must have a theme and/or some form of entertainment to serve as its focus. Non-alcoholic beverages and food must be available for the duration of the event.
- F. The associate dean for student engagement or her/his designee will review an organization's request to register an event with alcohol and all plans for the event. The associate dean will have the authority to grant or deny approval for the event based on a variety of criteria including appropriateness of the event, the organization's ability to execute its plans in accordance with college policies, and knowledge of other college events scheduled for the requested time slot. The associate dean will then complete and send a liquor license application to the board of liquor license commissioners for final approval.
- G. The sponsoring organization is responsible for clean-up (removing trash and sweeping, vacuuming, or mopping floors) and for any damages that may be incurred as a result of the event. Violations of the above policies will result in the organization's loss of privileges to hold events at which alcohol is served and may be referred to the Judicial Board as appropriate.

VI. ALCOHOL REGULATIONS FOR NON-STUDENT EVENTS

Any campus event where alcohol will be served to persons 21 and older must be registered with the director of events and conference services. At any such event alcohol shall not be served to persons younger than age 21. The following precautions shall be verified before the commencement of such an event:

- A guest policy must be established and publicized.
- Food and nonalcoholic beverages must also be served.
- The site shall be both clearly defined and physically restricted.
- Individuals responsible for the distribution of alcoholic beverages shall not consume alcohol until relieved of duties.
- The sponsor of such an event shall be responsible for making certain that these precautions are implemented and for obtaining the liquor license.

From time to time, a campus event at which alcohol is served may occur during working hours (e.g., retirement parties, trustee events, performances). By hosting such events, the college does not condone the use of alcohol by employees during work hours; nevertheless, employees who attend such events are granted a limited exception and permitted to consume alcohol in moderate amounts.

VII. SANCTIONS FOR POLICY VIOLATION

Students who violate this policy are subject to disciplinary action pursuant to the Student Code of Conduct. Violations of this policy will be treated very seriously, and disciplinary action may include disciplinary probation, referral to an appropriate rehabilitation or treatment program, residence hall sanctions, suspension, and/or expulsion. Violations of this policy may also be reported to appropriate law enforcement agencies. Criminal or civil action neither necessitates nor precludes campus action.

In addition, a student who has been convicted of any offense under any Federal or State law

involving the possession or sale of a controlled substance (a chart of controlled substances is included at the end of this policy) shall not be eligible to receive federal student aid (including any grant, loan, or work assistance) during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of an offense involving the possession of a controlled substance:

Ineligibility period is:	First offense	1 year
	Second offense	2 years
	Third offense	Indefinite

If convicted of an offense involving the sale of a controlled substance:

Ineligibility period is:	First offense	2 years
	Second offense	Indefinite

A student whose eligibility has been suspended may resume eligibility before the end of the ineligibility period if the student satisfactorily completes a drug rehabilitation program that is approved by the U.S. Secretary of Education.

Faculty and staff members and student employees must abide by the terms of this policy as a condition of employment. Employees who violate the policy are subject to disciplinary action, including suspension with or without pay, termination of employment, and referral to governmental authorities for prosecution. Depending upon the circumstances, and at the college's discretion, Goucher College may suspend disciplinary action to allow an employee to participate in drug or alcohol counseling, rehabilitation, and/or an employee assistance program for the purpose of enabling the employee to permanently cease the prohibited conduct. Suspension of disciplinary action will be contingent upon an employee agreeing, in writing, to participate in and complete the college-approved program. Any employee who leaves the program prior to completion or who, after completion, again engages in conduct prohibited by this policy, shall be subject to disciplinary action up to and including termination of employment. In addition, should the college become aware of pre-existing performance problems during the time the employee is participating in the program, the college reserves the right to take disciplinary action against the employee, whether or not the employee completes the program.

VIII. ADVERTISING AND PROMOTION OF ALCOHOL AND TOBACCO ON CAMPUS

- A. The advertising of alcohol or tobacco products shall not be permitted in the college newspaper, on college-sponsored web pages, or on the college radio or television station.
- B. Advertising for student events may not indicate that alcohol will be served at the event, with the exception of senior class "happy hours."
- C. The sale of tobacco products is not permitted on campus, including the bookstore, or in connection with fundraising events at the college.
- D. In limited circumstances, sponsorship of campus events by the alcohol or tobacco industry may be permitted. The vice president and dean of students shall approve all such events.

IX. POLICY DISTRIBUTION

In order to ensure that all community members are apprised of this policy, the following distribution procedures will be followed:

- A. For students:
 - 1. At the beginning of each semester and the summer term, a summary of the policy, with a reference to the location of the full policy on the college website will be e-mailed to all official students.
 - 2. The residence life calendar will include the website address for the policy online.

3. The policy will be posted on the college website separately from the campus handbook.
 4. Each student, upon enrollment, will be provided with a separate, clear, and conspicuous written notice that advises the student of the suspension of eligibility to receive federal student aid, including grants, loans, or work assistance, for drug-related offenses.
- B. For employees:
1. Full-time and part-time staff and full-time and half-time faculty:
 - New employees will receive a copy of the policy at their orientation meeting.
 - The employee handbooks will include a summary of the policy with a reference to the location of the policy online.
 - Every fall semester, employees will receive a one-page summary of the policy, including the website reference, via e-mail.
 2. Part-time faculty:
 - A summary of the policy with a reference to the website will be given to part-time faculty with their orientation packet every semester.
 - An e-mail will be sent to all faculty members at the beginning of every semester with a policy summary and website reference.
 3. Welch Center adjunct faculty:
 - A summary of the policy with website reference will be sent with appointment letters every semester.

X. EDUCATION PROGRAMS

In order to encourage the lawful and responsible use of alcohol, the college will provide alcohol education programs. Included in these programs will be information on alcohol, the consequences of the use and abuse of alcoholic beverages, and information about individual responsibilities and liabilities with respect to alcohol, tobacco and drug use. The college will also provide tobacco-cessation programs and education to all students, as well as educational programs about other substances that may be abused, including narcotic and prescription drugs.

XI. COUNSELING SERVICES AND ASSISTANCE PROGRAM REFERRALS

All students are encouraged to participate in the education and training efforts offered by various departments of the Office of Student Engagement and the Student Health and Counseling Center. The college will also offer programs designed to promote the identification, treatment, and rehabilitation of students who are experiencing problems related to alcohol, tobacco, and other drugs. The college encourages students who feel they may have an alcohol, tobacco, and/or other drug problem to seek medical help voluntarily. In addition to contacting private physicians, students may obtain information on the resources available from the director of student health and counseling services. Student health and counseling services personnel are available to help coordinate referrals and treatment programs among students, their health insurance carriers, and other services in the community.

Employees may obtain information on the resources available from the director of human resources. If the employee seeking help is a participant in one of the college-sponsored health plans, the director of human resources may help coordinate the health benefits program with the employee's treatment. In addition to the health plans, the college offers an Employee Assistance Program (EAP) through the Sheppard Pratt Health Plan. All employees and their dependents who reside within their residence, except for part-time faculty and student employees, are eligible to receive benefits through the EAP. The employees need not be enrolled in one of the college's medical plans to use the EAP. Referrals may be made as well to other rehabilitation programs and services in the community.

XII. BIENNIAL REVIEW

In accordance with federal law, the college will conduct a biennial review of its alcohol and other drug program in even-numbered years to determine its effectiveness and the consistency of enforcement, and to identify and implement any necessary changes to the program.

XIII. HEALTH RISKS OF ALCOHOL, TOBACCO, AND SUBSTANCE ABUSE

Students and employees who abuse substances endanger the safety of the other members of the community and place themselves at risk. Substance abuse increases the likelihood of impaired learning, violence, injuries, accidents, acquaintance rape, unwanted pregnancies, and sexually transmitted diseases. Proven risks associated with controlled substances include the following:

1. *Alcohol*

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses may cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce these effects. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs, such as the brain and liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

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2. *Cannabis (marijuana, tetrahydrocannabinol or THC, hashish, hashish oil)*

All forms of cannabis have negative physical and mental effects. Several regularly observed physical effects of cannabis are increase in heart rate, bloodshot eyes, dry mouth and throat, and hunger.

Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research shows that knowledge retention may be lower when information is given while the person is "high." Motivation and cognition are altered, making the acquisition of new information difficult. Cannabis can also produce

paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and respiratory system. The tar in marijuana smoke is highly irritating and carcinogenic. Long-term users may develop psychological dependence and tolerance.

3. **Inhalants** (*nitrous oxide, amyl nitrite, butyl nitrite, chlorohydrocarbons or aerosol sprays, hydrocarbons or solvents*)

A variety of psychoactive substances have been inhaled as gases or volatile liquids. Many popular commercial preparations, such as paint thinners and cleaning fluids, are mixtures of volatile substances, making it difficult to be specific about their various effects. There is no single “inhalant syndrome.”

Immediate negative effects of inhalants may include nausea, sneezing, coughing, nose bleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays may also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces.

Long-term use can cause weight loss, fatigue, electrolyte imbalance, or muscle weakness, or may result in hepatitis or brain damage. Repeated sniffing of concentrated vapors over time can lead to permanent damage of the nervous system.

4. **Cocaine** (*cocaine or crack*) and **Other Stimulants** (*amphetamines, methamphetamines, others*)

Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils, elevated blood pressure, increased heart rate, and elevated body temperature. Occasional use can cause stuffy or runny nose. Chronic use can cause ulceration of the mucous membrane in the nose. Injecting cocaine with unsterile equipment can transmit AIDS, hepatitis, and other infections. Preparation of freebase, which involves the use of highly volatile solvents, can result in fire or explosion. Cocaine can produce psychological dependency—a feeling that the user cannot function without the drug.

Crack or freebase rock, a concentrated form of cocaine, is extremely potent. Its effects are felt within 10 seconds of administration. Physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures.

Cocaine may lead to death through disruption of the brain’s control of heart function and respiration.

Other stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may perspire, or experience headaches, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure.

In addition to the physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. People who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions, and paranoia. These symptoms usually disappear when drug use ceases.

5. **Depressants** (*barbiturates, methaqualone, tranquilizers*)

The effects of depressants are similar to those of alcohol in many ways. Small amounts can produce calmness and relaxed muscles, but larger doses can cause slurred speech,

staggering gait, and altered perception. Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can increase the effects of the drugs, thereby multiplying the risks.

The use of depressants can cause both physical and psychological dependence. Regular use over time may result in tolerance to the drug, leading the user to increase the quantity consumed. When regular users stop taking depressant drugs, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death.

6. **Designer Drugs** (*synthetic heroin, MPTP, MPPP, MDMA or ecstasy, STP, PCE, others*)
Designer drugs are created, often for illegal street use, by modification of the chemical structure of an existing drug. They are also known as "club drugs" because they are often used in dance clubs or raves. The new drugs, called "analogs," can be several hundred times stronger than the drugs they are designed to imitate. The narcotic analogs can cause symptoms such as those seen in Parkinson's disease—uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or perspiration, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of hallucinogens cause hallucinations and impaired perception.

7. **Hallucinogens** (*PCP, LSD, mescaline, peyote, psilocybin*)
PCP (phencyclidine) produces behavioral alterations that are multiple and dramatic. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries. The effects of PCP vary, but users generally report a sense of distance and space estrangement. Time and body movement are slowed. Muscular coordination worsens, and senses are dulled. Speech is blocked and incoherent.

Chronic users of PCP report persistent memory problems and speech difficulties. Mood disorders—depression, anxiety, and violent behavior—also occur. In later stages, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses of PCP may produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain.

LSD (lysergic acid diethylamide), mescaline, and psilocybin (magic mushrooms) cause hallucinations. The physical effects may include dizziness, weakness, tremor, nausea, and drowsiness. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, and psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even after the use has ceased.

8. **Narcotics** (*heroin, methadone, codeine, morphine, opium, others*)
Narcotics initially produce a feeling of euphoria followed by drowsiness, nausea, and vomiting. Users may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and death.

Tolerance to narcotics develops rapidly, and dependence is likely. The use of unsterilized syringes may result in transmission of diseases, such as AIDS, endocarditis, and hepatitis.

9. **Prescription Drugs** (from the Office of National Drug Control Policy)

Abuse of prescription drugs to get high has become increasingly prevalent among teens and young adults. In 2007, abuse of prescription pain killers ranked second—only behind use of marijuana—as the nation's most prevalent illegal drug problem. While overall youth drug use is down by 23 percent since 2001, approximately 6.4 million Americans report non-medical use of prescription drugs. New abusers of prescription drugs have caught up with the number of new users of marijuana. Much of this abuse appears to be fueled by the relative ease of access to prescription drugs. Approximately 60 percent of people who abuse prescription pain killers indicate that they got their prescription drugs from a friend or relative for free.

Three classes of prescription drugs are most commonly abused:

- opioids such as codeine, oxycodone, and morphine
- central nervous system (CNS) depressants such as barbiturates and benzodiazepines
- stimulants such as dextroamphetamine and methylphenidate

10. **Tobacco products** (from National Cancer Institute's and American Cancer Society's websites)

Tobacco use, particularly cigarette smoking, is the single most preventable cause of death in the United States. Cigarette smoking alone is directly responsible for approximately 30 percent of all cancer deaths annually in the United States. Cigarette smoking also causes chronic lung disease (emphysema and chronic bronchitis), cardiovascular disease, stroke, and cataracts. Smoking during pregnancy can cause stillbirth, low birthweight, Sudden Infant Death Syndroms (SIDS), and other serious pregnancy complications. Quitting smoking greatly reduces a person's risk of developing the diseases mentioned, and can limit adverse health effects on a developing child.

Exposure to secondhand smoke, or environmental tobacco smoke (ETS), significantly increases the risk of lung cancer and heart disease in nonsmokers, as well as several respiratory illnesses in young children.

Cigarette smoke contains about 4,000 chemical agents, including more than 60 carcinogens. In addition, many of these substances, such as carbon monoxide, tar, arsenic, and lead, are poisonous and toxic to the human body. Nicotine is a drug that is naturally present in the tobacco plant and is primarily responsible for a person's addiction to tobacco products, including cigarettes. During smoking, nicotine is absorbed quickly into the bloodstream and travels to the brain in a matter of seconds. Nicotine causes addiction to cigarettes and other tobacco products that is similar to the addiction produced by using heroin and cocaine.

People who use spit tobacco and other types of smokeless tobacco greatly increase their risk of cancers including those of the pharynx (throat). Other effects of spit tobacco use include chronic bad breath, stained teeth and fillings, gum disease, tooth decay, tooth loss, tooth abrasion, and loss of bone in the jaw. Users may also have problems with high blood pressure and may be at increased risk for heart disease.

**XIV. LEGAL SANCTIONS
UNDER FEDERAL, STATE
AND LOCAL LAWS**

Violations of local, state, and federal laws that govern the manufacture, distribution, dispensation, possession, and use of controlled substances can subject individuals to fines up to \$250,000 and jail terms of as much as 20 years.

A. *State Penalties and Sanctions Relating to Alcoholic Beverages and Controlled Substances*

Individuals age 21 and older who serve alcoholic beverages to individuals under the age of 21 and individuals who make misrepresentations of age to induce the sale of alcoholic

beverages, are subject to fines of up to \$2,500 under Maryland state law. See Maryland Annotated Code, Criminal Law, Title 10.

Conviction by a Maryland court of driving while intoxicated or under the influence of an illegally used dangerous controlled substance will result in the automatic revocation of the guilty person's driver's license, plus a possible fine and imprisonment. In all cases, exact legal sanctions depend on the circumstances of the criminal act(s) and the substances involved. See Maryland Annotated Code, Transportation, Sections 16-205; 27-101.

A person may not drink any alcoholic beverage while on public property unless authorized by a governmental entity that has jurisdiction over the property, or the mall, adjacent parking area, or other outside area of a privately owned retail establishment, such as a shopping center, or in any parked vehicle located on any of these places, unless authorized by the owner of the establishment. Maryland Annotated Code, Article 2B, Section 19-202.

A person may not possess any open container of alcoholic beverage while on the mall, adjacent parking area, or other outside area of a privately owned retail establishment, such as a shopping center, or in any parked vehicle located on any of these places, unless authorized by the owner of the establishment. Maryland Annotated Code, Article 2B, Section 19-301.

A person may not possess or administer to another a controlled dangerous substance or manufacture, distribute, or dispense a controlled dangerous substance. Maryland Annotated Code, Criminal Law, Title 5, Subtitle 6 (See Maryland Annotated Code, Criminal Law, Title 5, Subtitle 4, for a list of controlled dangerous substances). Depending on the substance, an offender is subject to imprisonment up to 10 years and/or a fine up to \$100,000. Repeat offense may result in harsher penalties. Maryland Annotated Code, Criminal Law, Title 5, Subtitle 6.

B. *Federal Sanctions Relating to Illegal Possession of a Controlled Substance*¹

1. Criminal Penalties

- 1st conviction—up to 1 year prison term, \$1,000–\$100,000 fine
- 2nd conviction—minimum 15 days prison term, maximum 2 years prison term, \$2,500–\$250,000 fine
- 3rd + conviction—minimum 90 days prison term, maximum 3 years prison term, \$5,000–\$250,000 fine

2. Separate Criminal Penalties for Crack Cocaine

Minimum five years prison term, maximum 20 years prison term, \$1,000–\$250,000 fine if:

- 1st conviction and over 5 gm possessed, or
- 2nd conviction and over 3 gm possessed, or
- 3rd + conviction and over 1 gm possessed

3. Forfeiture of Property

Vehicles, boats, aircraft, or other conveyances used to transport or conceal a controlled substance may be seized and forfeited. Any personal or real property used to possess or facilitate possession of a controlled substance may be forfeited, where the offense is punishable by more than one year minimum prison.

1. Penalties for distribution of controlled substances are described in part C.

4. Civil Fine of up to \$10,000

5. Loss of Federal Benefits

Federal benefits such as student loans, grants, contracts, and professional and commercial licenses may be denied for up to one year for 1st offense, and up to five years for 2nd and subsequent offenses. Certain other federal licenses and benefits such as pilot licenses, public housing tenancy, etc., may be denied at the discretion of the applicable federal agency.

In addition, individuals studying and living in another country are subject to the laws of that country regulating the use of controlled substances.

C. *Federal Legal Sanctions Relating to Illegal Trafficking in Controlled Substances.*

See chart on next page.

FEDERAL TRAFFICKING PENALTIES

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500–4999 g mixture	First Offense Not fewer than 5 years, and not more than 40 years. If death or serious injury, not fewer than 20 years or more than life imprisonment. Fine of not more than \$2 million if an individual, \$5 million if not an individual. Second Offense Not fewer than 10 years, and not more than life imprisonment. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual.	5 kg or more mixture	First Offense Not less than 10 years, and not more than life imprisonment. If death or serious injury, not less than 20 years or more than life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual. Second Offense Not less than 20 years, and not more than life imprisonment. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual. 2 or More Prior Offenses Life imprisonment.
Cocaine Base (Schedule II)	5–49 g mixture		50 g or more mixture	
Fentanyl ² (Schedule II)	40–399 g mixture		400 g or more mixture	
Fentanyl Analog ³ (Schedule I)	10–99 g mixture		100 g or more mixture	
Heroin (Schedule I)	100–999 g mixture		1 kg or more mixture	
LSD (Schedule I)	1–9 g mixture		10 g or more mixture	
Methamphetamine (Schedule II)	5–49 g pure or 50 - 499 g mixture		50 g or more pure or 500 g or more mixture	
PCP (Schedule II)	10–99 g pure or 100 - 999 g mixture	100 g or more pure or 1 kg or more mixture		
DRUG/SCHEDULE	QUANTITY	PENALTIES		
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid) ⁴	Any amount	First Offense Not more than 20 years. If death or serious injury, not less than 20 years, or more than life imprisonment. Fine of \$1 million if an individual, \$5 million if not an individual. Second Offense Not more than 30 years. If death or serious injury, not less than life imprisonment. Fine of \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam ⁵ (Schedule IV)	1 g or more			
Other Schedule III drugs	Any amount	First Offense Not more than 5 years. Fine of not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense Not more than 10 years. Fine of not more than \$500,000 if an individual, \$2 million if not an individual		
Flunitrazepam (Schedule IV)	30–999 mg			
All other Schedule IV drugs	Any amount	First Offense Not more than 3 years. Fine of not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense Not more than 6 years. Fine of not more than \$500,000 if an individual, \$2 million if not an individual.		
Flunitrazepam (Schedule IV)	Less than 30 mg			
All Schedule V drugs	Any amount	First Offense Not more than 1 year. Fine of not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense Not more than 2 years. Fine of not more than \$200,000 if an individual, \$500,000 if not an individual.		

Source: <http://www.usdoj.gov/dea/agency/penalties.htm>

Gamma Hydroxybutyric Acid has street names of Liquid Ecstasy, Scoop, Easy Lay, Georgia Home Boy, Grievous Bodily Harm, Liquid X, and Goop. It is associated with sexual assaults.
Flunitrazepam is also known as Rohypnol. Street names include R-2, Mexican Valium, rophies, roofies, and circles. It is associated with sexual assaults.

4. Fentanyl is a synthetic opiate analgesic similar to but more potent than morphine. In its prescription form, fentanyl is known as Actiq, Duragesic, and Sublimaze.
5. Fentanyl analogs are pharmacologically similar to heroin and morphine. Street names for the drug include Apache, China girl, China white, dance fever, friend, goodfella, jackpot, murder 8, TNT, as well as Tango and Cash.

FEDERAL TRAFFICKING PENALTIES—MARIJUANA

DRUG/SCHEDULE	QUANTITY	FIRST OFFENSE	SECOND OFFENSE
Marijuana	1,000 kg or more mixture or 1,000 or more plants	<ul style="list-style-type: none"> • Not less than 10 years, not more than life imprisonment • If death or serious injury, not less than 20 years, not fewer than life imprisonment • Fine of not more than \$4 million if an individual, \$10 million if not an individual 	<ul style="list-style-type: none"> • Not fewer than 20 years, not more than life imprisonment • If death or serious injury, mandatory life imprisonment • Fine of not more than \$8 million if an individual, \$20 million if not an individual
Marijuana	100 kg–999 kg mixture or 100–999 plants	<ul style="list-style-type: none"> • Not fewer than 5 years, not more than 40 years • If death or serious injury, not fewer than 20 years, not more than life imprisonment • Fine of not more than \$2 million if an individual, \$5 million if not an individual 	<ul style="list-style-type: none"> • Not fewer than 10 years, not more than life imprisonment • If death or serious injury, mandatory life imprisonment • Fine of not more than \$4 million if an individual, \$10 million if not an individual
Marijuana	more than 10 kg hashish; 50–99 kg mixture more than 1 kg of hashish oil; 50–99 plants	<ul style="list-style-type: none"> • Not more than 20 years • If death or serious injury, not fewer than 20 years, not more than life imprisonment • Fine of \$1 million if an individual, \$5 million if not an individual 	<ul style="list-style-type: none"> • Not more than 30 years • If death or serious injury, mandatory life imprisonment • Fine of \$2 million if an individual, \$10 million if not an individual
Marijuana	1–49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> • Not more than 5 years • Fine of not more than \$250,000 if an individual, \$1 million if not an individual 	<ul style="list-style-type: none"> • Not more than 10 years • Fine of \$500,000 if an individual, \$2 million if not an individual
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

COMMONLY ABUSED DRUGS

SUBSTANCES: CATEGORY AND NAME	EXAMPLES OF COMMERCIAL / STREET NAMES	DEA SCHEDULE*/ HOW ADMINISTERED**
CANNABINOIDS		
Hashish	boom, chronic, gangster, hash, hash oil, hemp	I / swallowed, smoked
Marijuana	blunt, dope, ganja, grass, herb, joints, Mary Jane, pot, reefer, sinsemilla, skunk, weed	I / swallowed, smoked
DEPRESSANTS		
Barbituates	Amytal, Nembutal, Seconal, Phenobarbital / barbs, reds, red birds, phennies, tooies, yellows, yellow jackets	II, III, V / injected, swallowed
Benzodiazepines (other than flunitrazepam)	Ativan, Halcion, Librium, Valium, Xanax / candy, downers, sleeping pills, tranks	IV / swallowed, injected
Flunitrazepam***	Rohypnol / forget-me pill, Mexican Valium, R2, Roche, roofies, roofi- nol, rope, rophies	IV / swallowed, snorted
GHB***	gamma-hydroxybutyrate / G, Georgia home boy, grievous bodily harm, liquid ecstasy	I / swallowed
Methaqualone	Quaalude, Sopor, Parest / ludes, mandrex, quad, quay	I / injected, swallowed
DISSOCIATIVE ANESTHETICS		
Ketamine	Ketalar SV / cat Valiums, K, Special K, vitamin K	III / injected, snorted, smoked
PCP and analogs	phencyclidine / angel dust, boat, hog, love boat, peace pill	I, II / injected, swallowed, smoked
HALLUCINOGENS		
LSD	lysergic acid diethylamide / acid, blotter, boomers, cubes, microdot, yellow sunshines	I / swallowed, absorbed through mouth tis- sues
Mescaline	buttons, cactus, mesc, peyote	I / swallowed, smoked
Psilocybin	magic mushroom, purple passion, shrooms	I / swallowed

COMMONLY ABUSED DRUGS

Continued from previous page

SUBSTANCES: CATEGORY AND NAME	EXAMPLES OF COMMERCIAL / STREET NAMES	DEA SCHEDULE* / HOW ADMINISTERED**
OPLOIDS AND MORPHINE DERIVATES		
Codeine	Empirin with Codeine, Fiorinal with Codeine, Robitussin A-C, Tylenol with Codeine / Captain Cody, schoolboy (with glutethimide), doors & fours, loads, pancakes and syrup	II, III, IV, V / injected, swallowed
Fentanyl and Fentanyl analogs	Actiq, Duragesic, Sublimaze / Apache, China girl, China white, dance fever, friend, goodfella, jackpot, murder 8, TNT, Tango and Cash	I, II / injected, smoked, snorted
Heroin	diacetyl-morphine / brown sugar, dope, H, horse, junk, skag, skunk, smack, white horse	I / injected, smoked, snorted
Morphine	Roxanol, Duramorph / M, Miss Emma, monkey, white stuff	II, III / injected, swallowed, smoked
Opium	laudanum, paregoric / big O, black stuff, block, gum, hop	II, III, V / swallowed, smoked
Oxycodone HCL	Oxycontin / Oxy, O.C., killer	II / swallowed, snorted, injected
Hydrocodone bitartrate, acetaminophen	Vicodin / vike, Watson-387	II / swallowed
STIMULANTS		
Amphetamine	Biphentamine, Dexedrine / bennies, black beauties, crosses, hearts, LA turnaround, speed, truck drivers, uppers	II / injected, swallowed, smoked, snorted
Cocaine	Cocaine hydrochloride / blow, bump, C, candy, Charlie, coke, crack, flake, rock, snow, toot	II / injected, smoked, snorted
MDMA (methylenedioxy-methamphetamine)	Adam, clarity, ecstasy, Eve, lover's speed, peace, STP, X, XTC	I / swallowed
Methamphetamine	Desoxyn / chalk, crank, crystal, fire, glass, go fast, ice, meth, speed	II / injected, swallowed, smoked, snorted

COMMONLY ABUSED DRUGS

Continued from page 176

SUBSTANCES: CATEGORY AND NAME	EXAMPLES OF COMMERCIAL / STREET NAMES	DEA SCHEDULE*/ HOW ADMINISTERED**
Methylphenidate (safe and effective for treatment of ADHD)	Ritalin / JIF, MPH, R-ball, Skippy, the smart drug, vitamin R	II / injected, swallowed, snorted
Nicotine	cigarettes, cigars, smokeless tobacco, snuff, spit tobacco, bidis, chew	not scheduled / smoked, snorted, taken in snuff and spit tobacco
OTHER COMPOUNDS		
Anabolic steroids	Anadrol, Oxandrin, Durabolin, Depo- Testosterone, Equipoise / roids, juice	III / injected, swallowed, applied to skin
Dextromethorphan (DXM)	Found in some cough and cold medications / Robotripping, Robo,	Triple C not scheduled / swallowed
Inhalants	Solvents (paint thinners, gasoline, glues), gases (butane, propane, aerosol propellants, nitrous oxide), nitrites (isoamyl, isobutyl, cyclohexyl) / laughing gas, poppers, snappers, whippets	not scheduled / inhaled through nose or mouth

* Schedule I and II drugs have a high potential for abuse. They require greater storage security and have a quota on manufacturing, among other restrictions. Schedule I drugs are available for research only and have no approved medical use. Schedule II drugs are available only by prescription (unrefillable) and require a form for ordering. Schedule III and IV drugs are available by prescription, may have five refills in six months, and may be ordered orally. Some Schedule V drugs are available over the counter.

** Taking drugs by injection can increase the risk of infection through needle contamination with staphylococci, HIV, hepatitis, and other organisms.

*** Associated with sexual assaults.