# Table of Contents

Overview of the College Police .................................................................................................................. 4
Disclosure of Crime Statistics ...................................................................................................................... 4
Timely Warnings ........................................................................................................................................... 4
How to Report Criminal Offenses ............................................................................................................. 5
Voluntary Confidential Reporting .............................................................................................................. 5
Limited Voluntary Confidential Reporting ................................................................................................. 5
Campus Security Authorities ..................................................................................................................... 5
Security and Access .................................................................................................................................. 5
Campus Law Enforcement Authority ......................................................................................................... 6
Encouragement of Accurate and Prompt Crime Reporting ...................................................................... 6
Counselors and Confidential Crime Reporting ........................................................................................... 7
Security Awareness Programs For Students and Employees ..................................................................... 7
Crime Prevention Programs For Students and Employees .......................................................................... 7
Escort Service ............................................................................................................................................... 8
Criminal Activity off Campus ...................................................................................................................... 8
Alcoholic Beverages .................................................................................................................................... 8
Illegal Drug Possession ............................................................................................................................... 9
Substance Abuse Education ........................................................................................................................ 9
Weapons ....................................................................................................................................................... 9
Policy on Sexual Misconduct ...................................................................................................................... 10
Preventing and Responding to Sex Offenses ............................................................................................... 10
Written Notification of Rights and Options ................................................................................................. 12
Orders of Protection ..................................................................................................................................... 13
Disclosures to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses .......................... 13
Definitions .................................................................................................................................................... 13
Sex Offender Registration ........................................................................................................................... 16
Emergency Response and Evacuation Procedures................................................................. 17
Prince George's Community College Crime Statistics....................................................... 18
Daily Crime Log .................................................................................................................. 20
Overview of the College Police

Prince George’s Community College (PGCC) takes campus security very seriously and is committed to our efforts to maintain a safe, secure environment for our students, faculty, staff, and visitors. Your personal safety is a priority at Prince George’s Community College. Maintaining a safe campus requires a dedicated partnership between the members of the College community and the College Police.

Security is everyone’s responsibility. We need your cooperation, and assistance to keep Prince George’s Community College a safe place to work and learn.

To enhance campus safety, Prince George’s Community College provides an annual report to current and prospective students, and employees. The information in this report can help empower members of the campus community. Students and employees can take advantage of college resources and can make well based decisions that impact individual, as well as community safety.

Disclosure of Crime Statistics

The College Police prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on PGCC’s web site at:


You will also be able to connect to the site via the PGCC Home page at: http://www.pgcc.edu.

Campus crime, arrest and referral statistics include those reported to Prince George’s Community College Police, as well as designated campus officials including, but not limited to; directors, deans, department heads, designated student support staff, advisers to students and student organizations, athletic coaches and local law enforcement agencies.

Each year, an e-mail notification is made to all enrolled students, staff and faculty that provides the web site to access this report. Copies of the report may also be obtained at the College Police Headquarters located in the Facilities/College Police Building, Room 129, or by calling 301-546-0666. For prospective employees, the web site address is included on all PGCC employment applications.

Timely Warnings

In the event a situation arises, either on or off campus, that, in the judgment of the College constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning may be issued through the “Owl Alert” Emergency Text Messaging System, College-wide E-mail Notification System, “Alertus” Desktop Computer Alert System, or Automated Telephone Calls to all employees in the form of “Safety Alerts”. The college community is strongly encouraged to register their mobile phones, wireless devices, and/or preferred email addresses with the “Owl Alert” Emergency Messaging System at the following link:

http://scripts.pgcc.edu/owllalert/

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the College may post a notice on the electronic marquee on the Largo campus, providing the college community with more immediate notification.
Anyone with information warranting a timely warning should report the circumstances to the College Police by phone (301-546-0111) or in person at the College Police Headquarters located in the Facilities/College Police Building, Room 129.

**How to Report Criminal Offenses**

All on campus emergencies, criminal acts, or questionable behavior should be reported immediately to the College Police, either in person or by telephone. The College Police can be reached by dialing 0111 on any college telephone; by activating the emergency button on your office phone; by activating any “Blue Light” emergency phone/call box, or by dialing 911.

Prince George’s Community College also offers courses of study at extension centers located throughout Prince George’s County, Maryland. The physical security of these locations is provided by off duty uniform police officers, or security officers. All emergencies, criminal acts, or questionable behavior at these locations should be reported in person to the security personnel on duty, or by dialing 911. The extension center facility directors are to report all criminal incidents to the Chief of Prince George’s Community College Police.

**Voluntary Confidential Reporting**

If you are the victim of a crime and do not want to pursue action within the College or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Police Chief or a designee of College Police can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the college community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

**Limited Voluntary Confidential Reporting**

The College Police encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other PGCC “Campus Security Authorities” as identified below.

**Campus Security Authorities**

A "Campus Security Authority," as defined by the Department of Education, is any official of an institution who has significant responsibility for student and campus activities, or who manages or otherwise oversees student and campus activities. For example, staff responsible for campus student housing, a student center, or student extra-curricular activities; a director of athletics or a team coach; faculty advisors to student groups; staff responsible for student discipline; campus judicial staff. Check the following link for the Campus Security Authority memorandum.

[http://www.pgcc.edu/Campus_Info/campus_police/Campus_Security Authorities.aspx](http://www.pgcc.edu/Campus_Info/campus_police/Campus_Security Authorities.aspx)

**Security and Access**

During business hours, the College is open to students, parents, employees, contractors, guests, and visitors. During non-business hours, access to all College facilities is controlled by key, or key card if issued, or by
admittance by the College Police staff. During periods of extended closings, the College will admit only those with prior written approval. During extended breaks, the doors of all buildings will be secured around the clock.

College police officers patrol campus buildings and grounds on a regular basis. All exterior doors and facilities are locked at 11:00 p.m. and unlocked at 6:00 a.m., Monday through Saturday. On Sundays, no exterior doors are opened unless there is a planned special event or class. In these cases, the doors near the event are opened ½ hour prior to the scheduled starting time and secured ½ hour after its conclusion. During special events, the only doors opened are those needed to provide access to the event and as emergency fire exits.

Prince George’s Community College requires that all students, staff and faculty have in his/her possession, their college identification card at all times while on college property. The identification card must be displayed upon request by any college official. This requirement regarding students is outlined in the Prince George’s Community College Student Handbook, “Student Code of Conduct”. The requirement is an aid to the college police; giving them a quick and effective way of identifying person(s) that are not authorized access to college facilities.

The College has procedures to ensure that repairs and maintenance related to safety and security are completed in a timely fashion. Requests for repairs such as burned-out lights, damaged windows, or broken locks should be reported through a ‘Work Order Request” to the Facilities Management Maintenance Staff at 301-546-0655. Facilities Management personnel are on-call for emergency repairs after normal business hours, including weekends. They can be reached after normal business hours by calling the College Police at 301-546-0666.

**Campus Law Enforcement Authority**

The Prince George's Community College Police, located in College Police/Facilities Building, Room 129, provides 24-hour security, law enforcement and safety services to the college community. Officers are linked to a college police dispatcher and each other by two-way radios. The officers conduct foot, bicycle and vehicle patrols of the college grounds, academic and administrative buildings. Officers are commissioned as Special Police Officers under the provisions of Public Safety Article, Title 3, of the Annotated Code of Maryland and are certified through the Maryland Police and Correctional Training Commissions. As judicially appointed police officers, they have the authority to provide protection and to enforce the laws of the State of Maryland on all college property and adjacent streets. There is no written memorandum of understanding between the College and other law enforcement agencies, however, the College Police works closely with the Prince George’s County Police and Sheriff’s Departments, Maryland State Police and all appropriate elements of the criminal justice system. Joint investigative efforts, resources, crime related reports and exchanges of information are shared with the appropriate law enforcement agency as deemed necessary.

By mutual agreement with state and federal agencies, The College Police can access the National Crime Information Computer system as well as the Maryland Information Law Enforcement System. These computer databases are used for accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state and federal law enforcement information.

**Encouragement of Accurate and Prompt Crime Reporting**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the College Police in a timely manner.

To report a crime or an emergency on the Largo campus, call College Police at extension **0111** on any college telephone, by activating the emergency button on your office phone, by activating any “Blue Light” emergency phone, or by dialing 911. From outside the college's phone system, call college police at 301-546-**0111**, or **911**. To report a crime or emergency at the extension centers, notify the security personnel on duty, or dial **911** (Prince George’s County Police, Fire, and Rescue).
Counselors and Confidential Crime Reporting

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they 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 into the annual crime statistics. The rulemaking committee defines counselors as:

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

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.

Security Awareness Programs For Students and Employees

At the beginning of the fall and spring semesters, students are informed of services offered by the college police. Video and slide presentations outline ways to maintain personal safety and students are informed about crime on college properties and in surrounding neighborhoods. Similar information is presented to new college employees during new employee orientations. Crime Prevention Programs and Sexual Assault Prevention Programs are offered by the college on a regular basis.

During the academic year the college police in cooperation with other college organizations and Departments, present crime prevention awareness sessions on sexual assault (rape and acquaintance rape), theft, and vandalism, as well as educational sessions on personal safety and emergency procedures.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. In addition to seminars, information is distributed to students and employees through crime prevention awareness packets, security alert posters, displays, videos, and articles and advertisements in the college’s student newspapers.

When time is of the essence, information may be released to the college community through timely warning alerts issued through the “Owl Alert” Emergency Text Messaging System, College-wide E-mail Notification System, “Alertus” Desktop Computer Alert System, Automated Telephone Calls to all Employees, or broadcasts on the Code Blue Emergency Phone System. Alerts at the Largo Campus may also be placed on college’s outdoor electronic marquee displays located on Campus Way South and Largo Road.

Crime Prevention Programs For Students and Employees

Crime prevention programs on personal safety and theft prevention are conducted throughout the year. College police along with other college organizations and departments facilitate programs for student, parent, faculty, new employee orientations, student organizations, and community organizations; providing a variety of
educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes, as well as how to prepare and react to emergencies on campus.

We encourage all students, faculty, staff, and visitors to take an active role in their own safety and security while on campus. By following these guidelines, you can help maintain a safe environment for everyone at the College.

- Walk in well-lighted and well-traveled areas after dark.
- Walk with a friend, or call the College Police for an escort.
- Immediately report all suspicious persons, vehicles, or activities to the College Police.
- Immediately report all crimes, security problems, or hazardous conditions to the College Police.
- Keep yourself informed. Check e-mail, bulletin boards, and "The Owl" (the student newspaper) for "Campus Safety Alert" notices that pertain to specific security conditions on campus. Take Advantage of informational programs sponsored at all college locations.
- Do not prop open any locked exterior doors or leave ground-floor windows open.
- Never study alone in an isolated area of a campus building.
- Lock your car and secure valuables when using parking facilities.
- Become familiar with the "Student Code of Conduct" of Prince George's Community College. Abide by it and encourage others to do so.
- Become familiar with emergency exits and locations of fire alarm pull stations and extinguishers in your building.
- Lock offices whenever you are not present.
- Keep office and building keys and access cards with you, and do not loan them to unauthorized persons.
- Become familiar with the college’s Multi-Hazard Emergency Operations Plan.

**Escort Service**

To ensure your safety, college police provides escort service on foot, or in a vehicle for individuals who have a concern for their personal safety and security on college property. To arrange for an escort, call the college police dispatcher on ext. 0666.

**Criminal Activity off Campus**

Prince George's Community College does not have any officially recognized student organizations with off-campus locations.

**Alcoholic Beverages**

Prince George's Community College complies with the Drug-Free Workplace Act of 1988, only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the College Police. Violators are subject to the College disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the College's policy for anyone to consume or possess alcohol in any public or private area of the college without prior College approval. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the College, or criminal prosecution.
Illegal Drug Possession

Prince George's Community College has been designated "Drug free" and complies with the Drug-Free Workplace Act of 1988. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the College Police. Violators are subject to the College disciplinary action, criminal prosecution, fine and imprisonment.

The college expects all members of the college community to comply with all federal, state, and local laws pertaining to the possession, use, manufacture, distribution, or dispensing of alcohol and drugs. For more information regarding the College's Drug and Alcohol Prevention Program, contact the College's Health Education Center located in Bladen Hall, room 132. Telephone: 301-546-0845.

Substance Abuse Education

The College provides informative prevention education programs through a variety of college sponsored workshops and lectures on alcohol and drug related issues. The programs provide services related to drug use and abuse including distribution of informational materials, educational programs, counseling services, referrals and college disciplinary actions.

Prince George's Community College Health Education Center provides overall coordination of the Drug-Free School Program. However, many services are provided by other offices of the institution including Counseling Services, and the Office of Human Resources.

The State of Maryland sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific information regarding violations of alcohol laws, including driving while intoxicated, are available from the college police.

A violation of any law regarding alcohol or drugs is also a violation of the College's Student Code of Conduct and will be treated as a separate disciplinary matter by the College. See: http://www.pgcc.edu/About_PGCC/Consumer_Info/Drug_and_Alcohol_Awareness_Policy.aspx

Weapons

Prince George's Community College prohibits the carrying of guns, firearms, ammunition, other weapons, or replicas of weapons on the college campus and any other locations owned, leased, occupied or used by and under the control of Prince George's Community College. This prohibition applies to employees, students, invitees, visitors, and other persons on college properties.

Excluded from this policy are College Police Officers and law enforcement officers whose official duties require them to be at the college campus or at other locations owned, leased or under the control of the College. Law enforcement officers may carry guns, firearms, ammunition, and other weapons consistent with their law enforcement responsibilities. Only individuals with prior written approval from the College Police may display or engage in a demonstration using a weapon or replica of a weapon for educational purposes.

Employees or students in violation of this policy are subject to discipline, up to and including termination of employment or expulsion. Other persons in violation of this policy will be barred from college property.

Where applicable, criminal sanctions for violation of state, federal or local law relating to guns, firearms, ammunition, and other weapons will be sought.
Policy on Sexual Misconduct

Dating Violence, Domestic Violence, Sexual Assault, Stalking and Sexual Harassment

Prince George's Community College is committed to providing a working and learning environment in which its employees, students and visitors are treated with courtesy, respect and dignity. In compliance with state and federals laws, specifically the Jeanne Clery Act and the Campus Sexual Violence Elimination Act (SaVE Act), PGCC has adopted policies and procedures to prevent and respond to incidents of dating violence, domestic violence, sexual assault, stalking, and sexual harassment. This policy applies to all members of the college community (students, faculty, and staff) as well as contractors and visitors.

Harassment on the basis of race, color, national origin, disability, sex, age, genetic information, or any other protected status under federal, state or local law applicable to the College is a violation of this policy. The College does not discriminate on the basis of sex in its education programs and activities. In addition, sexual harassment and gender based discrimination are prohibited by Title IX. Sexual or other prohibited harassment may involve unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct or communications by a faculty member, administrator, staff, contractor, visitor, or fellow student. Sexual violence is also a form of sexual harassment prohibited by Prince George's Community College and Title IX.

In the event that a sexual assault, act of stalking, dating violence or domestic violence does occur, the College takes the matter very seriously. A student who is found to have committed sexual assault, domestic violence, dating violence, stalking or sexual harassment, on or off-campus is subject to immediate suspension, or dismissal. A student that is accused of sexual assault, domestic violence, dating violence, stalking, or sexual harassment, is subject to action in accordance with the Disciplinary Procedures section in the Student Handbook (http://www.pgcc.edu/student_life/student_handbook.aspx). An employee that is accused of sexual assault, domestic violence, dating violence, stalking, or sexual harassment, is subject to action in accordance with the Disciplinary Procedures section in the Discrimination Harassment and Sexual Misconduct Policy (http://www.pgcc.edu/Campus_Info/campus_police/Sexual_Harassment_Policy.aspx) It is also a violation of the College policy to engage in any conduct or communication in retaliation or reprisal against anyone who has reported harassment, assisted in a harassment complaint or cooperated in a harassment investigation.

Preventing and Responding to Sex Offenses

In an effort to reduce the risk of sexually violent acts such as sexual assaults occurring among its students and employees, the College provides awareness and prevention training and educational opportunities through the College's Health Education Center, Bladen Hall, room 132, 301-546-0845 and the Violence Preventions Center, Bladen Hall, room 122-F, 301-546-5281.

It is the policy of the College to make available annual training and educational opportunities to all students and employees regarding preventing dating violence, domestic violence, sexual assault (including stranger and known offender assaults) and stalking. An overview of the College's policies is provided during new student and new employee orientations. These programs and others offered throughout the year include strong messages regarding not just awareness, but also primary prevention (including bystander intervention), risk reduction techniques, how to recognize warning signals, and how to avoid potential attacks, and do so without applying victim-blaming approaches.

Violence Prevention Center

The Violence Prevention Center (VPC) administers the following initiatives and services that are related to sexual assault, intimate partner violence and stalking prevention:
• **Coordinated Community Response:**
  - The Coordinated Community Response Team (CCRT) is comprised of students, employees and community members. The team is charged with developing procedures and programs that will further the prevention and education program, strengthen victim services at the college and increase accountability of perpetrators. These initiatives include a focus on providing services to underserved populations affected by violence, such as the LGBT community, veterans, students with disabilities, and foreign-born or immigrant students.

• **Prevention and Education Program:**
  - Haven for students:
    - All incoming students are required to complete Haven, an online learning platform. Haven provides new students with the tools needed to help prevent and reduce sexual assault, intimate partner violence and stalking. Haven includes bystander skill and confidence building scenarios, red flag activities and risk reduction strategies. Incoming students are required to complete Haven during their first semester at the College. Please access more details about the training through the following link: [https://www.youtube.com/watch?v=wLZ_KTIg9fM](https://www.youtube.com/watch?v=wLZ_KTIg9fM).
  - Haven for employees:
    - Employees at the College are required to complete Haven. Haven is administered to employees as a professional development training called Sexual Misconduct and Harassment Training.

• **Ongoing Prevention and Awareness Activities:**
  - In addition to Haven, VPC sponsors ongoing community awareness programs and trainings that focus on sexual assault, intimate partner violence and stalking. These activities include men’s programming and comprehensive, culturally-competent bystander intervention programs that train the entire college community in ways to reduce violence of this nature on campus. VPC also offers peer health advocacy and education services. Peer health advocates provide peer counseling, crisis intervention, information and referrals to students.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The college police strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported to the College Police, the Health Education Center, Counseling Services, Violence Prevention Center, a member of the staff, or the Prince George's County Police Department. Filing a police report with a college police officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention

pg. 11
Victims are not required to report an incident to law enforcement authorities or the College, but campus authorities will assist victims who wish to do so. A student wishing to officially report such an incident to campus authorities (rather than law enforcement) may do so by contacting the Title IX Coordinator at 301-546-0402, or the College Human Resources Department at 301-546-0606. Anyone with knowledge about a sexual assault is encouraged to report it immediately. All officers, faculty, deans, and other individuals who exercise supervisory authority are required to report known incidents to the Dean of Human Resources immediately.

Investigations must be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking, as well as how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

When a sexual assault victim contacts the College Police, the Prince George’s County Police Department Sexual Assault Unit will be notified. A representative from the College’s Health Education Center, the Office of the vice president for Student Services, and the Violence Prevention Center will also be notified. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and/or the College’s disciplinary process.

A representative from the College Police, the Health Education Center, or the Violence Prevention Center will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the College through the Health Education Center and the Counseling Services. Counseling and support services outside the college system can be obtained through the Domestic Violence and Sexual Assault Center, Dimensions Healthcare, 3001 Hospital Drive, Cheverly, MD 20785, Hotline: (301) 618-3154.

The College’s disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the Student Handbook (http://www.pgcc.edu/student_life/student_handbook.aspx). The Handbook provides, in part, that the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the College’s sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the College for the first offense. Student victims have the option to change their academic situation after an alleged sexual assault, if such changes are reasonably available.

The investigation and resolution conducted by Prince George’s Community College are maintained confidentially. Information is shared internally between administrators who need to know, but a tight circle is kept. Privacy of the records specific to the investigation is maintained in accordance with Maryland law and the Federal Family Educational Rights and privacy Act of 1974 (FERPA) statute. Any public release of information to comply with the timely warning provisions of the Clery Act will not release the names of victims or information that could easily lead to a victim’s identification.

Victims wishing to confidentially report an offense for inclusion in the annual security report should contact the Counseling Services at 301-546-0093, Violence Prevention Center at 301-546-5281, or the Health Education Center at 301-546-0845; or any Campus Security Authority.

**Written Notification of Rights and Options**

Any student or employee who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options as provided for under this policy.
These rights and options include the right(s) to:

- Go to court, and to file a domestic abuse complaint requesting an order restraining your attacker from abusing you, and/or an order directing your attacker to leave your household, building, school, college, or workplace
- Seek a criminal complaint for threats, assault and battery, or other related offenses
- Seek medical treatment (the police will arrange transportation for you to the nearest hospital or otherwise assist you in obtaining medical treatment if you wish)
- Request the police remain at the scene until your safety is otherwise ensured
- Request that a police officer assist you by arranging transportation or by taking you to a safe place, such as a shelter or a family or friend’s residence
- Obtain a copy of the police incident report at no cost from the police department.

**Orders of Protection**

Prince George’s Community College Police will assist with the adherence to any orders of protection, no contact orders, restraining orders or similar lawful orders issued by a criminal, civil court brought to our attention. Victims may also seek a peace order from the District Court in accordance with the provisions of Title 3, Subtitle 15 of the Courts and Judicial Proceedings Article of the Maryland Code, or a protective order or temporary protective order in accordance with Title 4, Subtitle 5 of the Family Law Article of the Maryland Code. Any victim who obtains a peace order, protective order, temporary protective order, or similar order issued by a civil or criminal court should notify the College Police (and provide a copy of the order), so the Police may take steps to enforce the order on campus.

**Disclosures to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses**

Prince George’s Community College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Prince George’s Community College will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

**Definitions**

- **Awareness programs** means community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

- **Bystander intervention** means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

- **Ongoing prevention and awareness campaigns** means programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.
• **Primary prevention programs** means programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

• **Proceeding** means all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

• **Result** means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution.

• **Risk reduction** means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

• **Consent** means a knowing, voluntary, and affirmatively communicated willingness to mutually participate in a particular sexual activity or behavior. It must be given by a person with the ability and capacity to exercise free will and make a rational and reasonable judgment. Incapacitation may result from sleep, unconsciousness, temporary or permanent mental or physical disability, involuntary physical restraint, the influence of alcohol, drugs and other medications. Consent may be expressed either by affirmative words or actions, as long as those words or actions create a mutually understandable permission regarding the conditions of sexual activity. Consent may be withdrawn at any time. Consent cannot be obtained by force, threat, coercion, fraud, manipulation, reasonable fear of injury, intimidation or through the use of the one’s mental or physical helplessness or incapacity. Consent cannot be implied based upon the mere fact of a previous consensual dating or sexual relationship. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. It is the responsibility of the person who wants to engage in sexual activity to ensure that he/she has the consent of the other to engage in the activity.

• **Domestic Violence** means a “felony or misdemeanor crime of violence committed by:
  
  • a current or former spouse or intimate partner of the victim
  
  • a person with whom the victim shares a child in common
  
  • a person who is cohabiting with or has cohabitated with the victim as a spouse or intimate partner
  
  • a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
  
  • any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction
• **Dating Violence** means “violence committed by a person—
  
  • who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  
  • where the existence of such a relationship shall be determined based on a consideration of the following factors:
    0 the length of the relationship;
    0 the type of relationship; and
    0 the frequency of interaction between the persons involved in the relationship.”

• **Rape** means the penetration, no matter how slight, of the vagina or anus with any part or object, or oral penetration by a sex organ of another person, without the consent of the victim.”

• **Sexual Assault**

  Sexual Assault I - Non-Consensual Sexual Intercourse
  Any act of sexual intercourse with another individual without consent. Sexual intercourse includes vaginal or anal penetration, however slight, with any body part or object, or oral penetration involving mouth to genital contact.

  Sexual Assault II – Non-Consensual Sexual Contact
  Any intentional touching of the intimate parts of another person, causing another to touch one’s intimate parts, or disrobing or exposure of another without consent. Intimate parts may include genitalia, groin, breast, or buttocks, or clothing covering them, or any other body part that is touched in a sexual manner. Sexual contact also includes attempted sexual intercourse.

• **Stalking** means "engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
  
  • fear for his or her safety or the safety of others; or
  
  • suffer substantial emotional distress

• **Sexual Harassment and Other Prohibited Harassment**

  Sexual harassment is a form of misconduct that undermines the integrity of the academic environment. It is the policy of the College that sexual harassment is prohibited. All members of the PGCC community, especially officers, faculty and other individuals who exercise supervisory authority, have an obligation to promote an environment that is free of sexual harassment.

  For the purposes of this policy, the following are considered sexual harassment:

  **Sexual harassment** is any unwelcome sexual advances; requests for sexual favors; or other verbal, physical or visual conduct of a sexual nature including sexual violence. Sexual violence, as that term is used in this policy, refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. Gender-based harassment includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping.
Harassment occurs when any one of the following conditions is present:

1. Submission to or rejection of such conduct is made explicitly or implicitly a term or condition of an individual’s educational opportunity whether those programs take place in college facilities, on a bus, at a class or training program or a school-sponsored trip.

2. Acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or when an individual may be unable to give consent due to an intellectual or other disability.

3. Submission to or rejection of such conduct is used as the basis for determining academic performance, evaluation, grades, advancement or continuation as a student.

4. Such conduct has the purpose or effect of unreasonably interfering with an individual’s performance or creating an intimidating, hostile or offensive academic, educational or living environment.

Harassment and/or sexual violence against their will or where a person is incapable of giving consent may be found in a single episode, as well as in persistent behavior. Prohibited conduct includes deliberate, repeated, unsolicited verbal comments; sexual jokes or ridicule; physical gestures or actions of a sexual or physical nature; and solicitations for sexual favors.

To help ensure compliance with the College’s obligations under Title IX as clarified by the Department of Education, Campus Security Authorities are required to notify any Prince George’s Community College student or staff member who is a victim of sexual assault by another College student of their right to file a Title IX sex discrimination complaint with the College. Sexual assault constitutes an extreme form of sexual harassment, which is prohibited under college procedures. Victims of sexual assault should be referred to the Title IX Coordinator, Dr. Tyjaun A. Lee, at 301-546-0412.

**Sex Offender Registration**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the College Police provides a link to the Maryland State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State, to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

In the state of Maryland, convicted sex offenders must register with the Sex Offender Registry maintained by the Maryland State Police.

Follow the link below to access the Maryland State Police website.

[http://www.dpcs.state.md.us/sorSearch/](http://www.dpcs.state.md.us/sorSearch/)

Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable by law.
Emergency Response and Evacuation Procedures

Prince George's Community College will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The College will, without delay, initiate the college's Emergency Alert Notification System through “Owl Alert” Emergency Text Messaging, College-wide E-mail Notification System, “Alertus” Desktop Computer Alert System, Automated Telephone Calls to all Employees, or through broadcast over the Code Blue Emergency Phone System; unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The emergency notification process involves the receipt of information, the verification of this information, and the evaluation of the information, which then sets into motion the following actions:

- Determination if the entire campus community, or just an affected portion, will receive the emergency alert notification
- Activation of the PGCC Emergency Alert Notification System

The President or his/her designee will serve as the Emergency Director during any major emergency or disaster and will declare a state of emergency throughout the campus or a portion of the campus as necessary. The vice president for Administrative Services serves as the designee. In the absence of the vice president, he/she will establish a specific line of emergency authority, composed of designated senior administrators, to act as alternate Emergency Director in his/her absence.

Depending on the circumstances, buildings may be either partially or totally evacuated. Under partial evacuation, occupants may be simply asked to relocate to another portion of the building deemed safe. Complete evacuation will result in all persons leaving the building and moving to a designated assembly area outside. Examples of emergencies that result in evacuations include fire and a bomb threat.

General guidelines for managing a safe and orderly evacuation:

1. Remain calm; do not jeopardize your safety or the safety of others.
2. Immediately leave building using nearest exits and stairways but remain alert for emergency communications or additional instructions from the emergency building monitors.
3. In case of fire, do not use elevators; otherwise, elevators can be used to evacuate.
4. College Police and emergency building monitors assist in evacuating the buildings.
5. Emergency building monitors assist people with special needs and move disabled individuals on upper floors to designated wheelchair assembly areas, if elevators are not in use.
6. Emergency building monitors assign person(s) to remain with disabled persons and report their location to College Police; College Police informs emergency personnel of location of disabled requiring evacuation.
7. After evacuating, proceed directly to the designated exterior assembly area and wait for further instructions.
8. Do not re-enter buildings for any reason until the all-clear instructions are given; building monitors will assist in preventing re-entry until the all-clear is given.
9. When emergency personnel determine that buildings are safe for return, College Police initiates the all-clear; emergency building monitors assist in alerting people for re-entry.

Annually, the college conducts emergency and evacuation exercises in the form of tabletop drills, scheduled and unscheduled fire drills, and mandatory Multi-Hazard Emergency Procedures training.
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) mandates the manner and format in which statistics are to be collected and published.

LC = Largo Campus  
LCC = Laurel College Center  
UTC = University Town Center  
STC = Skilled Trades Center  
WTC = Westphalia Training Center

Consolidated crime statistics for all College locations, on campus, adjacent property, and adjacent public property

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<tr>
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Hate Crimes

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### Arrests and Disciplinary Referrals for Violation of Weapons, Drug Abuse and Liquor Laws

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There were no crimes determined to be "unfounded" for the years 2013 – 2015.

The institution has no residential facilities.

### Daily Crime Log

In accordance with the 1998 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, a hard-copy of the daily crime log is available at the College Police Headquarters located in the Facilities/College Building, Room 129, 301 Largo Road, Largo, Maryland 20774.

The Daily Crime Log contains all crimes reported to College Police within the last 60 days. The crime log is updated within two business days.

Previous crime logs are available upon request.