

From the Director of Public Safety

Thank you for taking the time to read this year's annual security report. This report is designed to provide you with important information about your safety and security on programs the University offers community members. Working in concert with other departments, both internal and external to our college community, we have developed a comprehensive program to deliver quality police protection and services. No police department can achieve sustained effective results without the active support, cooperation and confidence of the community for which it serves. We thank you for your past support and look forward to your active positive involvement as we continue to implement and carry out programs to ensure the Coppin State University Community is safe and secure.

We hope that you find this report informative and helpful, and that your stay at Coppin State University will be enjoyable and safe. If you have any questions or would like any further information about safety and security at Coppin State University, please visit us at www.coppin.edu/public_safety or contact us at 410-951-3900.

The Campus Security Act, legal requirements

The Campus Security Act requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain no-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other University officials who have "significant responsibility for student and campus activities;"
- Provide "timely warning" notices of those crimes that have occurred and pose an ongoing "threat to students and employees;" and
- Disclose in a public crime log "any crime that occurred on campus...or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department."

The Coppin State University Department of Public Safety is responsible for preparing and distributing this report.

The Department of Public Safety: Who we are

The Coppin State University Police Department is a professional law enforcement agency. It employs twenty-two dedicated men and women who provide a variety of law enforcement and related services to our community of approximately.....members which include a student population of approximately 4600.

Our police officers are Maryland State certified in accordance with Article 41, Section 4-201 of the Annotated Code of Maryland and have all the same powers and authority as any other sworn police officer in the state. Each officer is empowered by state law to make arrest, investigate crimes, and carry firearms. The Department has a Student Aide Program that is designed to assist in non-threaten situations, such as monitoring parking lots, conducting student escorts, ECT.

Our Mission and Values

The Coppin State University Police Department is committed to rendering the highest quality law enforcement and public safety service to the students, faculty, and staff and visitors of Coppin State University and the surrounding community. We are committed to the pursuit of excellence and hold the values of ***Integrity, Fairness, and Service*** central to our conduct. The Police Department will continue to maintain, through professional and academic training, the highest possible professional standards and state of readiness to serve the Coppin Community. Further, the Department is committed to professional cooperation with the police and law enforcement community at all levels of government; at the same time ensuring professional growth and development of department members.

Integrity: We firmly adhere to the values set forth in this document and our professional ethics, as outline in the Law Enforcement Code of Ethics. We expect every member of our department to uphold the highest ethical standards at all times.

Respect: We treat all members of the community and each other with courtesy, fairness, and dignity.

Professionalism: We will continually develop our knowledge, skills, and abilities to the highest levels possible to enable us to provide the finest public safety services to the Coppin State University community. Our approach is based on a commitment to excellence, innovation, and continuous improvement.

Accountability: We value the opportunity to serve the community and will ensure that our conduct always merits trust and support. We will accept full responsibility for our actions and will take appropriate actions to meet community and professional expectations.

Service: We are committed to enhancing public safety and increasing the community's sense of security. We will work in partnership with the community to identify and solve problems that affect the quality of life on campus. We demonstrate our commitment to serve by placing the needs of others ahead of our own.

Mentoring: We recognize that individual and team contributions are essential to a high-performing department. By sharing insight and guidance, and creating learning opportunities, we acknowledge that each member of our department makes a valuable contribution to our purpose and vision.

Appreciation: we are proud of our profession, our colleagues, our department, and Coppin State University. We recognize the sacrifices our members make to ensure the safety and security of the community. We will do all possible to ensure all our members feel appreciated and dully rewarded for their contributions.

Reporting criminal incidents and other emergencies

All students, employees, and guests should promptly report criminal incidents, accidents, and other emergencies to the Department of Public Safety by dialing 911. Individuals also may report incidents in person at the department's headquarters at 2500 West North Avenue.

The University has installed emergency two-way call boxes (blue light phones) throughout campus for use during emergencies. By pressing the red button on the stations, users can communicate directly with our Communications Center. The location of the station is digitally displayed to the Communications Officers.

Monitoring and recognizing criminal activity at off-campus organizations

The University relies on its close working relationships with local law enforcement agencies to receive information about incidents involving students on campus. The Department of Public Safety will actively investigate any crime information it receives concerning or involving a member of the campus community. If the University is notified of a situation in which a campus community member is the victim of a crime, the department may issue a Campus Safety Alert, detailing the incident and providing tips so that other community members may avoid similar incidents.

Access to campus facilities and dormitories

Access to campus buildings and grounds is a privilege extended to students, faculty, staff, and authorized guests. The University encourages an open environment with limited constraints to ensure the reasonable protection of all members of the community. Except for residence halls, most campus facilities are open during weekday business hours. Individuals who wish to access University buildings or property during non-business hours or for special events should contact the appropriate department administrator, Conference and Event Services, or Department of Public Safety.

Special procedures for residence hall access

All residence halls are equipped with an automated card access control system. Unlimited access is available to students and authorized staff and faculty via the system. Guests and other visitors may visit

residence halls as long as they have been authorized by a member of the community. The exterior doors to student residence halls remain locked for 24 hours a day.

In addition to the automated card access control system, all exterior doors in the residence halls are equipped with a centrally monitored electronic alarm system.

Security considerations in the maintenance of campus facilities

Coppin State University is committed to campus safety and security. Exterior lighting and landscape control is critical part of commitment. Representatives from various departments continually conduct security surveys to ensure campus lighting adequate and that the landscape is appropriately controlled. Department members conduct routine checks of lighting on campus during regularly assigned patrol duties. If lights are out or dim, officers will initiate an immediate work order, which is acted upon by a representative of the appropriate maintenance office, usually within the first 24 hours or next business day.

Maintenance staff is available to respond to calls for service regarding unsafe facility conditions or for personal safety and property conditions or for personal safety and property protection. These conditions also may include unsafe steps or handrails, unsafe roadways on campus, and unsecured equipment.

Timely warning notices

Campus Safety Alerts

To help prevent crimes or serious incidents, the Department of Public Safety, in conjunction with other departments on campus, issues Campus Safety Alerts in timely manner to notify community members about certain crimes in and around our community. Members of the community who know of a crime or other serious incident should report that incident as soon as possible to the Department of Public Safety so that a Campus Safety alert can be issued, if warranted.

If community members report crimes or serious incidents to other University administrators, those administrators will notify the Department of Public Safety. Representatives of these offices will promptly notify and collaborate with the Department of Public Safety to issue a Campus Safety Alert, if one is appropriate.

Distribution of Campus Safety Alerts

The department distributes Campus Safety Alerts in various ways. Once the University determines that an alert will be issued, the department e-mails the announcement and posts it on the Web site (www.coppin.edu/public_safety). The department also posts alerts on bulletin boards throughout campus.

Daily Crime Log

The Department of Public Safety maintains a Daily Crime Log that records, by the date the incident was reported, all crimes and other serious incidents that occur on campus, in a non-campus building or property, public property, or within the department's patrol jurisdiction.

The Daily Crime Log includes the nature, date, time, and general location of each crime reported to the department, as well as the disposition of the complaint, if this information is known as the time log is created.

The department posts specific incidents in the Daily Crime Log within two business days if receiving a report of an incident and reserves the right to exclude reports from the log in certain circumstances.

Crime prevention education and awareness

Crime prevention is a top priority of the department. Together with other campus offices, the department provides programs to enhance personal safety, teach proactive crime-reduction strategies, and help community members develop self-esteem, which contributes to a healthy community.

The campus's crime-prevention strategy rests on a proactive area patrol of the campus, crime prevention education and training, building and area security surveys, and property registration. This approach relies on the dual concepts of eliminating or minimizing criminal opportunities, whenever

possible, and encouraging community members to take responsibility of their own and other's safety. Members of the department are available to assist any individual or group in planning, presenting, and coordinating programs of interest or concern. Listed to the right are some of the umbrella programs and services offered by the department.

Operation Identification

This nationally organized program encourages engraving personal identification numbers on valuable property. Thieves tend to shy away from property with engraved numbers due to the difficulty of selling it on the open market. If an item is stolen and later recovered, the identification number will assist law enforcement agents in returning it to its rightful owner.

Crime prevention promotions, flyers, and other advertisements

The department publishes a general crime prevention brochure that outlines the many crime prevention programs and strategies available in the community. In addition, the department periodically chooses a special topic to highlight in flyers and on the department's Web site.

Emergency blue light phones

These two-way call boxes are located strategically around campus. They allow an individual in need of assistance to speak directly with a member of the department. The communications officer will dispatch the appropriate emergency response team to the caller.

Campus Escort Program

Security surveys

These surveys are conducted on a regular basis with other members of the University community, including members of the student government. The primary goal of these surveys is to identify areas of the campus that may present vulnerabilities to one's safety. The department works with the appropriate facilities office to address concerns noted in the surveys.

Coppin State University Alcohol policy

Maryland State Law is enforced in all facilities and on the campus; Alcohol may not be possessed or consumed by anyone. No alcohol is allowed. This is a dry (non-alcoholic) campus.

Campus Drug Policy

The use, cultivation, manufacture, sale, distribution, and/or possession of drugs or controlled substances in violation of Federal, State, or Local law are prohibited by the University. This is a smoke-free campus. Smoking is not permitted in any facility. Students, employees, and visitors are prohibited from smoking tobacco, chewing tobacco, or using snuff, in any existing building.

Policy Prohibiting Sexual Harassment and Procedures for Complaints of Sexual Harassment

President's Statement

One would hope that by this time in our society a document such as this would not be necessary; unfortunately, it is. In too many places, in too many offices, factories, and stores here in Baltimore, in Maryland, and across this country, women are still being discriminated against in hiring and promotion and still being harassed in the work place, still being forced to listen to someone's poor idea of a joke or tolerate someone's sexually suggestive remarks. But such behavior does not affect only women; men, too, may be and have been subjected to sexual harassment. Whoever is the recipient, the behavior is reprehensible in any work place, and it demeans the employer-employee relationship and degrades the worker seeking to find dignity in labor and reward for work done. In the University community, sexual

harassment corrupts the teacher-student relationship, the very essence of the institution's being, and degrades the student intellectual growth in learning and recognition for academic achievement. Wherever it occurs, sexual harassment diminishes the human worth not only of the victim but also of the perpetrator. Let us all resolve to eliminate it from our lives both on and off this campus.

I. Introduction

Sexual harassment by any member of the University community is expressly prohibited. The Coppin State University – Policy Prohibiting Sexual Harassment, are available in each Departmental office, and on reserve at the University's Library.

As set forth in the Policy, both informal and formal procedures for resolving a complaint of sexual harassment are available for use by employees, students, staff, faculty, and volunteers of Coppin State University. Students include, full, part-time and students who are currently enrolled at Coppin State University. For purposes of these procedures, the Complainant is the person filing the Complaint. The Respondent is the person who is accused of violating this policy.

II. Policy

Sexual harassment is a form of illegal gender discrimination. Sexual harassment is an infringement on an individual's right to work and study in an environment free from unwanted sexual attention and sexual pressure of any kind. Sexual harassment by Coppin faculty, staff, and students is expressly prohibited. Coppin State University is committed to maintaining a working and academic environment in which faculty, staff, and students can develop intellectually and professionally, free from intimidation, fear, coercion, and reprisal.

Sexual harassment may take many forms, ranging from leering and lewd comments and gestures, to unwanted touching, and rape. Sexual harassment occurs when unwelcome sexual advances or unwelcome requests for sexual favors are demanded in exchange for grades/promotions/favorable reports/or other benefits. Sexual harassment may occur between persons of the same or different genders.

In order to deter sexual harassment at Coppin and to impose sanctions when it occurs, a policy applicable to sexual harassment is in effect. In determining whether alleged conduct constitutes sexual harassment, Coppin will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and context in which the alleged incidents occurred. The determination of the legality of a particular act constitutes sexual harassment forbidden under this policy; the standard shall be the perspective of a reasonable person within the Coppin community. The rules of common sense and reason shall prevail.

Sanctions against Coppin faculty and staff for sexual harassment may range from reprimand to termination, depending on the severity of the conduct and the circumstances of the particular case. Likewise, sanctions against Coppin students for sexual harassment may include suspension or expulsion from Coppin programs.

Allegations of sexual harassment are extremely serious, with potential for great harm to all persons if ill-conceived or without foundation. Coppin is committed to protecting the rights of the alleged harasser as well as the complainant. Coppin is also committed to protecting the subject of sexual harassment from retaliation.

Retaliation by University faculty, staff, and students against a person who makes a complaint of sexual harassment, supports a complaint of sexual harassment, or testifies during an investigation of sexual harassment is expressly prohibited. If an individual who has been a victim of sexual harassment or retaliation shall immediately report such conduct to the Director of Affirmative Action.

III. Definition

For the purpose of this policy, Coppin adapts to the academic setting the sexual harassment definition promulgated by the United States Equal Employment Opportunity Commission (29 C.F.R. 1604). Unwelcome sexual advances, unwelcome requests for sexual favors, and other behavior of a sexual nature constitute sexual harassment when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's participation in a Coppin program: or
- B. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;
- C. Such conduct has the purpose or effect of unreasonably interfering with an intimidating, hostile, or offensive educational or working environment at the University.

IV. Legal Remedies

Sexual harassment is defined in this policy as an illegal form of gender discrimination. Sexual harassment is prohibited by both State and Federal laws, and may constitute violations of the criminal and civil laws of Maryland and the United States. Complaints of sexual harassment may be processed internally through informal and formal procedures. Complaints may also be processed externally by the U.S. Equal Employment Opportunity Commission, the U.S. Department of Education, (Office for Civil Rights), and the Maryland Commission on Human Relations.

A. Informal Procedures for Resolving Complaints of Sexual Harassment

A complaint of an incident of sexual harassment may be reported to any Coppin State staff or faculty member, including the complainant's supervisor, department/division Head, Dean, or any other University administrator. Any Coppin employee who receives a report of sexual harassment must immediately notify the Director of Affirmative Action of the Complainant. The Director of Affirmative Action shall promptly contact and inform the Complainant of the University's Policy prohibiting sexual harassment and of the informal and formal procedures available to resolve a complaint of sexual harassment. Complainants, Respondents, witnesses and all persons in making, investigating, or resolving a complaint of sexual harassment shall use their best efforts to keep confidential all information relating to a complaint.

Upon receipt of a complaint of sexual harassment, the Director of Affirmative Action shall within one (1) week conduct a confidential investigation which will include a discussion with the Complainant, the Respondent and any witnesses as well as consultation with the University's attorney. While a complaint signed by the Complainant is not required to initiate an investigation, the Complainant is strongly encouraged to file a written and signed complaint with the Director of Affirmative Action.

After the conclusion of the investigation, the Director of Affirmative Action will make reasonable efforts to informally resolve the complaint to the satisfaction of the University, the Complainant, and the Respondent.

B. Formal Procedures for Filing a Complaint of Sexual Harassment

1. Filing a Complaint

A person wishing to process a complaint of sexual harassment through formal procedures shall file his or her complaint in writing within thirty (30) days following alleged incident(s) or within 30 days following the date on which the Complainant knew or reasonably should have known of the alleged sexual harassment. The Director of Affirmative Action is currently located in the Human Resources Department and the second floor of the Miles Connor Administration Building. The complaint shall be signed by the Complainant and State. (1) The allegations, including when and where the alleged conduct occurred; (2) the names of the person(s) alleged to have violated the policy; (3) the names of any witnesses to the violation; and (4) the relief requested. The Respondent shall be promptly furnished with a copy of the Complaint by the Director of Affirmative Action and shall submit to the Director of Affirmative Action a written response to the allegations within ten (10) days upon receipt of the Complaint.

Upon receipt of a formal Complaint of sexual harassment, the Director of Affirmative Action shall immediately consult the University's attorney prior to taking any action to investigate or resolve the Complaint. The Director of Affirmative Action shall within fifteen (15) days of receipt of a formal Complaint conduct and conclude a confidential investigation which will include a discussion with the Complainant, the Respondent and any witnesses as well as the collection of all relevant documents.

Within five (5) days from the conclusion of the investigation, the Director of Affirmative Action shall mail to the Complainant and the Respondent a written decision setting forth; (a) a statement of the facts which occurred, (b) whether the conduct which occurred constitutes sexual harassment and a violation of the University's Policy prohibiting sexual harassment, and (c) what discipline if any, has been recommended. Recommended disciplinary action may include, but is not limited to, a letter of reprimand, instruction to draft a letter of apology, demotion, termination of employment, or expulsion from the University. The decision shall include a statement of the Complainant's and the Respondent's appeal rights.

2. Filing An Appeal

The Complainant or Respondent may appeal the decision of the Director of Affirmative Action by filing a written appeal with the President of Coppin State University within five (5) days of the date of receipt of the written decision and the disciplinary recommendation(s) of the Director of Affirmative Action. The person taking the appeal shall be the Appellant. The Director of Affirmative Action shall be the Appellee.

Upon receipt of the Appeal, the President shall appoint an Appeals Committee consisting of three (3) members from the Sexual Harassment Panel. No member of the Appeals Committee may have served as an investigator, witness, or party to the sexual harassment Complaint.

The Appeals Committee shall conduct within fifteen (15) days of receipt of the Appeal a hearing to determine whether the facts alleged occurred and whether the conduct which occurred constitutes sexual harassment prohibited by the University. The Appellant and Appellee shall present opening and closing statements, call and cross-examine witnesses, and introduce documentary evidence. The Committee members may question witnesses and exclude non-probative and unduly repetitious testimony.

Within ten (10) days following the conclusion of the hearing, the Appeals Committee shall submit to the President a written report containing (a) a statement of the facts which occurred, (b) whether the conduct which occurred constitutes sexual harassment, and (c) a recommendation for disciplinary action, if any. Within five (5) days of the receipt of the report, the President shall issue a final decision which will be binding on all parties. The final decision will be mailed to the Appellant, the Appellee and the members of the Appeals Committee.

External Filing Procedures

Should a Complainant wish to file a formal complaint with an external agency, he or she may do so with one of the following agencies:

Equal Opportunity Commission (EEOC)
1801 L Street N.W.
Washington D.C. 20507

Equal Employment Opportunity Commission
10 South Howard Street, 3rd Floor
Baltimore, MD 21201

Maryland Commission of Human Relations
20 East Franklin Street
Baltimore, MD 21202

United State Department of Education
Office for Civil Rights
3535 Market Street, Room #6300
Philadelphia, PA 19104-3326

To protect the legal rights and remedies available to a Complainant through external agencies, Federal courts, and/or state courts, a person filing a complaint of sexual harassment must comply with certain time limits and deadlines. Therefore, a person wishing to file a complaint with an external agency must contact that agency to verify time periods for filing complaints.

Definitions of Reportable Crimes

Criminal Homicide

- ***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.

Forcible sex offenses

- ***Forcible rape.*** The carnal knowledge of a person, forcibly and/or against that person's will; or not forcible or against the person's will, where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity (or because of his or her youth).
- ***Forcible Sodomy.*** Oral or anal sexual intercourse with another person, forcible and/or against that person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

- ***Sexual assault with an object.*** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- ***Forcible fondling.*** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

Non-forcible sex offenses

- ***Incest.*** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- ***Statutory rape.*** Non-forcible sexual intercourse with a person under the statutory age of consent.

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.

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 a 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 that could and probably would result in serious personal injury if the crime were successfully completed.)

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, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.

Motor vehicle theft

The theft or attempted theft of a motor vehicle. (Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.)

Arson

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