

SALISBURY UNIVERSITY ANNUAL SECURITY REPORT

CAMPUS CRIME AND PERSONAL SAFETY 2016

This annual security report is prepared and distributed by University Police in compliance with *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and Drug-Free Campus/Drug-Free Workplace* legislation. It contains crime and arrest statistics as well as information about campus policies and practices intended to promote crime awareness, campus safety and security. By October 1 of every year, all current students and employees are sent an email message providing them with the link to this report and notification that the current edition of the Annual Security Report has been posted on the Salisbury University website. Current or prospective students and employees may obtain a copy of this report by visiting University Police located in the East Campus Complex, calling 410-543-6007 or by accessing:

<http://www.salisbury.edu/police/Documents/2016%20ANNUAL%20SECURITY%20REPORT.pdf>

LAW ENFORCEMENT AND SECURITY UNITS

The Salisbury University Police Department (SUPD), located in the East Campus Complex, is responsible for personal safety and law enforcement on campus. Its mission is to enhance the education and cultural experience for all students, faculty, staff and visitors by providing professional, competent and compassionate law enforcement services and security. In November 2013 SUPD earned accreditation from the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA). This achievement is a reflection of the department's dedicated officers and staff members who work hard every day to make Salisbury University a safe place to learn, work and live.

University Police Officers' Authority

University police officers are on duty 24 hours a day, 365 days a year. They are sworn, certified police officers as required by Maryland state law. All officers attend the minimum standards training for police officers as mandated by the Maryland Police Training Commission; annual in-service training is required. Enforcement authority of the University police is derived from the Annotated Code of Maryland Education Article 13-601. University police have enforcement authority on the jurisdiction of the University. The Maryland State Police, Wicomico County Sheriff's Department and the Salisbury Police Department may be called for assistance if requested by the university.

Security Guards

Security guards have the authority to ask persons for identification and to determine whether individuals have lawful business at Salisbury University. These guards perform routine security activities to protect buildings and property and safeguard the community during normal operations and special events. Security guards are **not** law enforcement officers. They have no power of arrest. Criminal incidents are referred to the Salisbury University Police Department who has jurisdiction on the campus.

Student Patrol

Student Patrol officers provide an additional patrol presence during evening and early morning hours. This unit consists of students who are employed and trained by members of University Police. They carry police radios and can notify the police should they see anything suspicious. Student Patrol officers also perform a variety of tasks in support of University Police. These services include: security at special events, foot patrol, traffic control and escorts.

Allied Police Support

The Maryland State Police, Wicomico County Sheriff's Office, Fruitland Police Department, and the Salisbury Police Department are the primary law enforcement agencies responsible for providing public safety to the immediate neighborhood and business areas surrounding campus. These police agencies may be called for assistance if requested by the university. Likewise, if requested, University Police can respond and assist the local police agencies with student-related incidents that occur in close proximity to the campus. Additionally, a Memorandum of Understanding exists with the Salisbury Police Department to distribute enforcement authority to University Police in certain student housing areas and roadways adjacent to the campus.

REPORTING CRIMES, EMERGENCIES, CRIMINAL ACTIVITIES AND THREATENING BEHAVIOR

Reporting Crimes and Emergencies

All Salisbury University students, faculty, staff and visitors are encouraged to make prompt and accurate reports to University Police if they are a victim or witness of a crime. Crimes committed on campus should be reported immediately to University Police. To contact University Police dial 410-543-6222 from a public phone, Ext. 36222 from any campus phone, or #787 from a Verizon cell. Campus extension phones are situated at various locations in academic buildings and at the main entrances to most of the residence halls. You may also use the "blue light" emergency phones which are placed at various locations on the grounds. For emergencies, dial 911.

If the crime occurred off campus, University Police will direct you to the appropriate law enforcement agency. Crimes occurring at University Park Apartments, a public-private partnership on Milford Street managed by EdR Collegiate Housing, should be reported to the Salisbury Police Department (for emergencies dial 911, for non-emergencies dial 410-548-3165).

Although students, employees and others are encouraged to report all criminal activity to University Police and/or local police, reports may also be reported to the Dean of Students (410-548-2365), Associate Vice President of Student Affairs (410-543-6084), Vice President of Student Affairs (410-543-6080), Assistant Director for Residence Life (410-548-9165), Director of Housing and Residence Life (410-543-6040) or the Assistant Director for Operations and Judicial Management (410-543-6040) for statistical reporting and timely warning purposes.

Campus Security Authorities

The *Clery Act* mandates that institutions must disclose statistics for crimes reported to campus security authorities. The intent of including non-law enforcement personnel as campus security authorities is to acknowledge that many individuals are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

The *Clery Act* regulations identify a campus security authority as:

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.

- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Campus professional and pastoral counselors, when acting as such, are exempt from reporting requirements in order to protect the counselor-client relationship. 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.

- Pastoral counselor: A person 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.
- Professional counselor: a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification.

The Handbook for Campus Safety and Reporting, 2016 Edition

Confidential Reporting

If you have information about a crime or incident and wish to remain anonymous, you can utilize the "Silent Witness" program available at www.salisbury.edu/police/Silent_Witness/. This program should NOT be used to report emergency situations.

Reporting Threatening Behavior or Other Behavioral Concerns

Individuals who exhibit potentially threatening, intimidating, or dangerous actions or behavioral patterns may be participating in destructive decisions (self-destructive and/or destructive towards others), may have talked about plans to harm themselves or others, or may have access to weapons that can be used to harm themselves or others. Individuals who have not yet developed plans or obtained the means to harm themselves or others may still benefit from intervention. No one indicator necessarily means that an individual may harm himself or others; multiple observed factors are often involved. University Police encourages reporting of individuals who may fall into these categories. Contact University Police at 410-543-6222 or use the form provided at www.salisbury.edu/police/reportbehavior.html.

Policy on the Reporting of Suspected Child Abuse and Neglect

Salisbury University has an established policy for the reporting of suspected child abuse and neglect. The purpose of this policy is to provide guidance to staff, faculty and students of the Salisbury University community regarding the mandatory requirements in Maryland law and Maryland Attorney General opinion that govern the reporting of suspected cases of Child Abuse and Child Neglect, and to affirm the commitment of the University to the protection of the safety and welfare of children who come into contact with the university community. The details of the policy and reporting procedures can be found at www.salisbury.edu/can/policy.html.

Missing Person

When any staff member of an on-campus housing facility receives a report that a resident is missing, they will immediately notify the appropriate police department about the missing student. If the missing student is under the age of 18 and is not an emancipated individual, federal law requires Salisbury University to notify the student's parent or legal guardian (within 24 hours) if it is determined that the student has been missing for more than 24 hours.

In addition to registering a general emergency contact, students residing in an on-campus student housing facility have the option to identify confidentially a different individual to be contacted in the specific event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Salisbury University will notify that individual no later than 24 hours after the student is determined to be missing. Students who reside in residence halls can register a confidential contact through their Salisbury University GullNet account (click on the "Emergency Notification" link and then the "SU Missing Person Contact" tab). Students who reside in University Park can register the name and phone number of a contact person by email to mgrsalisbury@edrtrust.com. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement as appropriate.

To file a missing person report, contact University Police at 410-543-6222. If the missing person is a resident of University Park, contact Salisbury Police at 410-548-3165.

CAMPUS SECURITY

Academic and Administrative Buildings

Academic and administrative buildings are normally open from 7:30 a.m.-10:30 p.m., Monday - Friday, and at other times when events are scheduled. Those needing access at times when buildings are closed may have it if proper authorization is received by University Police from a responsible faculty member or administrator. Key control is maintained by University Police.

Residence Halls

Campus residence halls are kept locked 24 hours a day. These facilities are for use by residents and their bona fide guests only. Access is controlled electronically by student Gull Card. Residents are encouraged to keep their doors locked at all times, even if they are only going to be out for a "few minutes." If exterior doors are propped open, an alarm will sound. Guests gain access to residence halls by telephoning residents and having the residents meet them at the door. Exterior call boxes are located at the entrance to the residence hall.

University Park apartment complex is responsible for the physical security and maintenance of this property. Residents access their unit by a keyless electronic card access system. For more information, visit <http://www.upsalisbury.com/Resident%20Handbook/Resident%20Handbook> or call 410-677-0774.

Video Camera System

University Police manages a campus-wide video surveillance system. Currently, the system is comprised of approximately 500 cameras, to include fixed position cameras as well as user controllable pan-tilt-zoom cameras, located both indoors and out. All of the video footage is recorded and archived for a determined period of time, providing an investigative resource when incidents of crime are reported.

Consideration is given to the reasonable expectation of privacy at every location where a camera is installed. Cameras are generally installed in main pedestrian thoroughways, building egresses, parking lots and facilities, and public roadways and sidewalks; in short, cameras are only installed at locations where one's expectation of privacy is generally limited. Additionally, technology is

employed that inhibits exterior cameras from being used to view through residence hall room windows.

Campus Lighting and Landscaping

Outdoor lighting is surveyed on a monthly basis and repairs are made in a timely manner. Trees and shrubbery are regularly trimmed so that exterior lighting is not blocked and walks and entrances are kept clear. Landscaping is maintained to minimize security risks.

Blue Light Emergency Phones

Blue light emergency phones are placed at various locations throughout campus to use in the case of an emergency and provides a direct line of communication with personnel in SUPD's Communications Center.

Crime Log

An informed public is better prepared to ensure its own safety. A daily log of incidents, "Crime Beat," is available on the SUPD website at www.salisbury.edu/police/crimebeat/. The log contains the nature, case number, date, time, general location, and, if known, disposition of the crime. The log does not include the names of crime victims.

Timely Warnings

An informed public is better prepared to ensure its own safety. Timely warnings are made to the campus community via e-mail and/or other media when serious incidents merit. University Police will determine the content of the message and communicate the threat to all students and employees in the form of a "Special Bulletin." Decisions to issue a "Special Bulletin" will be made based on the facts of the incident and whether there exists a continuing and/or imminent threat to the campus community. The timely warning is intended to alert the campus community of a particular safety issue and to increase crime prevention awareness. Timely warnings are usually issued for Clery-reportable crimes (arson, criminal homicide, robbery, aggravated assault, rape, etc.) but may also be issued for other crime classifications, as deemed necessary.

CRIME PREVENTION SERVICES & SECURITY AWARENESS PROGRAMS

During Orientation in August, students are informed of services offered by University Police and the Salisbury Police Department. Presentations outline ways to maintain personal safety and residence hall security. Students are told about crime on campus and in the neighborhoods surrounding the campus. Similar information is presented to new employees.

Periodically during the academic year, University Police, in cooperation with other university organizations and departments, present crime prevention awareness sessions on emergency response, sexual assault, drug awareness, theft, identity theft and vandalism, as well as educational sessions on personal safety and residence hall security. Campus safety information is also disseminated to students and employees through forums, town hall meetings and programs in the residence halls. These programs are designed to encourage students and employees to be aware of their responsibility for their own security and the safety of others. "You are your own best protection" is a common theme, and "how to avoid becoming a victim" is also emphasized in the programs.

"Personal Safety Tips" can be found on the University Police website. Information about safety and well-being on campus is also communicated to students and employees through e-mails; *SU*

News, a campus newsletter; *The Flyer*, the campus newspaper; crime prevention awareness pamphlets; and security alert posters. In addition, University Police staff crime prevention and education display tables at various events throughout the year. This provides an opportunity for officers to hand out safety-related materials as well as to answer individual questions or concerns.

Bicycle and Laptop Registration

Students are encouraged to register their bicycles and laptop computers with University Police at no charge. Registering bicycles assists police in recovering them if they are stolen. Register online at <https://webapps.salisbury.edu/police/Bike-Laptop-Reg/>. It is highly recommended that U-type locks be used for securing bikes. University Police can assist in selecting locks.

Campus Safety Task Force Committee

In 2008 the Campus Safety Task Force Committee was established to advise the President of Salisbury University and the University community on actions that can be taken to further the University's efforts in creating a safe campus environment. The committee meets on a monthly basis and consists of key University leaders, including administrators, faculty and students. The committee developed a series of objectives that are designed to offer a comprehensive approach to addressing campus and community safety issues.

CrimeReports.com

CrimeReports.com is a crime-mapping website that partners with law enforcement agencies to provide accurate, official, and up-to-date local crime information. In our region, the Salisbury Police Department has partnered with CrimeReports.com to share their crime information with the public through an online map. The system is easy to use and operates with Google map technology. Crime reports are automatically updated every 24 hours. Visit CrimeReports.com at <http://www.crimereports.com>.

Escorts

University Police provides an escort service for anyone who feels uncomfortable walking alone on campus or to nearby off campus locations during the hours of darkness. For more information, visit http://www.salisbury.edu/police/Crime_Prevention/escorts.html.

Operation Identification

Operation Identification is a program through which engraving devices are loaned or an officer will assist in engraving driver's license numbers on personal property. Operation Identification can prevent thefts, or in the case of theft, assist in the recovery of stolen property.

Self-Defense Awareness & Familiarization Exchange (S.A.F.E.) Program

Self-defense Awareness & Familiarization Exchange is an unparalleled 2-hour educational awareness, crime-victim prevention program – encompassing Strategies, Techniques, Options, and Prevention – that provides teenaged and adult women with information that may reduce their risk of exposure to violence and introduces them to the physical aspects of self-defense. S.A.F.E. was developed as an introduction to the 12 hour R.A.D. (*Rape Aggression Defense*) program, also offered by University Police. All classes are conducted by a NSDI S.A.F.E. certified instructor. S.A.F.E. classes may be requested by students, faculty, or staff. For more information, visit www.salisbury.edu/police/SAFE/. To schedule the S.A.F.E. Program, contact PFC Tina Russell at 410-543-6222.

Respond, Assess, Isolate, Notify (RAIN) Program

Salisbury University Police Department staff are trained and certified to teach RAIN (Respond, Assess, Isolate, Notify), an emergency response training program for faculty, staff and students. RAIN was created by University Crime Watch, a non-profit organization that develops proactive security and safety programs for colleges and universities.

Saferide

Saferide is a student-run organization at Salisbury University that provides a safe, free and secure ride for students within a three mile radius of the campus. The service operates Thursday-Saturday nights. For more information, visit <http://saferide4.wixsite.com/salisbury>.

BEHAVIOR AND BEHAVIORAL ASSESSMENT

Behavioral Assessment Team (BAT)

The Behavioral Assessment Team is co-chaired by the Director of Human Resources and the Fair Practices Officer. Other members include the Director of Campus Sustainability and Environmental Safety, Human Resources Administrator, Human Resources Manager, and a representative from Student Counseling Services, Academic Affairs, and University Police.

The BAT meets as needed, to provide a forum for relevant University personnel to review incidents and information related to employees who appear severely distressed, disruptive, threatening, or potentially dangerous; to gather additional information, as needed, to assess the situation; to consult with concerned others on a need to know basis; and to make recommendations related to intervening with that employee. The recommendations are in service of protecting the individual employee and the University community and are in keeping with University policies and procedures. BAT offers an added layer of consultation and response and is not to replace timely use of established campus services and community resources in dealing with mental health and emergency situations.

Coordinated Response Team (CRT)

The Coordinated Response Team is co-chaired by the Director of Student Counseling Services and the Dean of Students. Other members include the Director of Student Health Services, Assistant Director of Housing and Residence Life, Assistant Vice President for Academic Affairs, Coordinator of Student Disability Services, Associate Vice President for Student Affairs, and a representative from University Police.

The team is scheduled to meet weekly, as needed, to promote the health and safety of members of the Salisbury University community through the review of information related to students who demonstrate behavior or characteristics related to distress, disruptive, threatening, or potentially dangerous behaviors to themselves or others and through the coordination of a response plan for those individuals. Recommendations offered by the CRT are intended to protect the individual student and the University community, and are in keeping with University policies and procedures. CRT offers an added layer of consultation and response and is not to replace timely use of established campus services and community resources in dealing with mental health and emergency situations.

Typical reasons for referral to CRT include disruptive behaviors, suicidal threats, threatening behavior, unexplained absences from classes, and emotional distress. Some of the factors attributable to these behaviors included psychological conditions, relationship problems, academic problems, and victimization due to crime. Most cases result in a follow up with the student by Student Affairs or Residence Life staff and a referral to Student Counseling Services as needed.

Threats of Violence

Salisbury University is committed to providing a learning and working environment that provides the highest possible sense of safety and security for all members of the University community. Conduct, including threats (verbal or other) to kill or do harm, or comments that can be construed as threatening constitute a violation of this policy. Prohibited conduct also can include threats which might have been meant to be humorous or exaggerated by the speaker but whose intent is not apparent to a reasonable person, or threats not necessarily directed at a named individual.

Individuals who have experienced or witnessed incidents of violent acts or threats are encouraged to report the incident to University Police. Alleged threats of or acts of violence will be investigated and may result in criminal charges being filed and the accused being arrested. Victims of violent acts or threats will be advised of University action and the University will assist them in filing criminal charges to the extent permitted by law.

If the continued presence of the accused on campus is dangerous, threatening or disruptive to the conduct of University business, the University also reserves the right to temporarily remove the person from the campus pending further action. In addition, the University reserves the right to require the accused to undergo a psychological assessment. The results of the assessment will be reviewed by appropriate University personnel and will constitute part of the record in subsequent judicial proceedings.

If the accused is a student, a judicial hearing will be held at the earliest practical time to establish the facts and to take appropriate disciplinary action, which may include suspension or expulsion from the University. The rights of the accused and the victim(s) are outlined in the Judicial System Policies and Procedures section of the *Student Handbook* available at http://www.salisbury.edu/studentconduct/docs/codeofconduct/16-17/Code_Conduct_2016_17.pdf

If the accused is a faculty member or staff/administration employee, the matter will be handled through the appropriate grievance and/or disciplinary processes and may include suspension and/or termination from the University. The rights of the faculty member are outlined in the *Faculty Handbook* and the rights of staff/administration employees are outlined in the respective grievance and disciplinary policies for exempt and non-exempt staff.

Off Campus Behavior

Students are expected to conduct themselves in accordance with local, state and federal laws both on and off campus. The University reserves the right to take disciplinary action against individuals/groups for off-campus misconduct when the alleged conduct would impair, interfere with, or obstruct the missions, processes or functions of the University, or when the alleged conduct would, if true, endanger the health, safety or welfare of the student, student organization, athletic teams or others, would endanger any University or non-University public or private property or adversely affect the University's integrity.

When a Salisbury University student is involved in an off-campus offense, University police may assist with the investigation in cooperation with local, state, or federal law enforcement. The Salisbury Police routinely work and communicate with University Police on any serious incidents occurring in the immediate areas surrounding campus. If requested, University Police will respond and assist the local police agencies with student-related incidents that occur in close proximity to the campus. Salisbury University operates no off-campus housing or off-campus student organization facilities.

FIREARMS AND WEAPONS POLICY

Dangerous Weapons, Fireworks, and Explosives

Weapons, firearms, fireworks and explosives or any item that could threaten the potential safety of the University community are prohibited on campus. Gasoline (other than that used legally in motor vehicles) and all other combustible liquids are also prohibited. The possession of fireworks or the exploding of fireworks in the residence halls or elsewhere on the campus is prohibited.

Toy, counterfeit, replica or blank-firing firearms, knives, pellet, paint, bb guns, or any other resemblance of guns are prohibited. The University reserves the right to confiscate weapons, knives, fireworks and any instruments, toys or other things that reasonably appear to be weapons or other prohibited items listed above, to hold these items for appropriate disposition and to refer the possessor for University disciplinary action and for criminal action. Any student found in possession of the aforementioned items is subject to immediate removal from the University.

Student Code of Conduct, Policies and Procedures

CRIME DEFINITIONS

Under the Clery Act, the following offenses are based on definitions provided by the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) program.

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 or probably would result in a serious potential injury if the crime were successfully completed. The following would be classified as aggravated assaults: assaults or attempts to kill or murder, poisoning, assault with a dangerous or deadly weapon, maiming, mayhem, assault with explosives, or assault with a disease.

Arson: The 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 kind, 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 a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Drug Abuse Violations: The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or

use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Hate Crimes: 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, ethnicity, national origin, or gender identity.

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Liquor Law Violations: The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. This includes the manufacture, sale, transporting, furnishing, possession, etc. of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are NOT included in this definition.)

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 joy riding.)

Murder/Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another. Any death caused by injuries received in a fight, argument, quarrel, assault or commission of a crime. Note: Deaths caused by assaults to murder and attempts to murder, suicides, fetal deaths, traffic fatalities, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter: The killing of another person through gross negligence. Gross negligence is the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.

Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Weapon Law Violations: Arrests and referral for disciplinary action for 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. This classification encompasses weapons offenses that are regulatory in nature. This type of offense is not limited to “deadly weapons,” but also applies to weapons used in a deadly manner.

Unfounded Crime Reports: A report that is false or baseless. When a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime.

CRIME STATISTICS

SALISBURY UNIVERSITY CAMPUS CRIME STATISTICS (by calendar year):

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (the *Clery Act*) mandates the manner and format in which statistics are to be collected and published.

Statistical updates, if any, will be posted online at

<http://www.salisbury.edu/police/Documents/2016%20ANNUAL%20SECURITY%20REPORT.pdf>

This report contains statistics for the previous three calendar years. The statistics have been compiled from data collected from Salisbury University Police, Salisbury Police Department, Maryland State Police, Wicomico County Sheriff’s Office, Office of Student Affairs, Office of Campus Housing and Residence Life, Office of Institutional Equity and non-police campus officials which includes campus security authorities.

Salisbury University is required to report offenses that occur (1) on campus, (2) in or on non-campus buildings or property that SU owns or controls and (3) on public property within or immediately adjacent to the campus.

- **“On Campus”** means “any building or property owned or controlled by the university that is reasonably contiguous to the university and that directly supports or relates to the university’s educational purpose and any building or property the university owns but does not control that is frequently used by students and that supports the university’s educational purposes.” Examples of campus buildings include, but are not limited to, residence halls, bookstores, and libraries.
- **“Non-campus buildings or property”** means “buildings or property owned or controlled by officially recognized students organizations and those located off campus but owned or controlled by the university (not including separate campuses).” Examples of non-campus buildings could include off-campus, university owned residential spaces.
- **“Public property”** means all property reasonably contiguous to the university but that is owned by a public entity. Examples of public property include, but are not limited to, public parking facilities, sidewalks, and streets on or directly bordering campus.

SALISBURY UNIVERSITY CLERY ACT STATISTICS - CRIME REPORTS				
OFFENSE	LOCATION	2013	2014	2015
Murder/Non-Negligent Manslaughter	On Campus	0	0	0
	Residence Halls*	0	0	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Next to Campus	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Residence Halls*	0	0	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Next to Campus	0	0	0
Sex Offense: Forcible ¹	On Campus	3	N/A	N/A
	Residence Halls*	3	N/A	N/A
	Non-Campus Buildings/Properties	0	N/A	N/A
	Public Property Next to Campus	0	N/A	N/A
Rape ¹	On Campus	N/A	3	6
	Residence Halls*	N/A	3	6
	Non-Campus Buildings/Properties	N/A	0	0
	Public Property Next to Campus	N/A	0	0
Fondling ¹	On Campus	N/A	1	4
	Residence Halls*	N/A	1	3
	Non-Campus Buildings/Properties	N/A	0	0
	Public Property Next to Campus	N/A	0	0
Sex Offense: Non-Forcible ¹	On Campus	0	N/A	N/A
	Residence Halls*	0	N/A	N/A
	Non-Campus Buildings/Properties	0	N/A	N/A
	Public Property Next to Campus	0	N/A	N/A
Incest ¹	On Campus	N/A	0	0
	Residence Halls*	N/A	0	0
	Non-Campus Buildings/Properties	N/A	0	0
	Public Property Next to Campus	N/A	0	0
Statutory Rape ¹	On Campus	N/A	0	0
	Residence Halls*	N/A	0	0
	Non-Campus Buildings/Properties	N/A	0	0
	Public Property Next to Campus	N/A	0	0
Robbery	On Campus	1	0	0
	Residence Halls*	0	0	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Next to Campus	1	1	0
Aggravated Assault	On Campus	2	2	2
	Residence Halls*	1	0	2
	Non-Campus Buildings/Properties	0	0	0
	Public Property Next to Campus	0	0	1
Burglary	On Campus	4	3	3
	Residence Halls*	4	2	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Next to Campus	0	0	0
Motor Vehicle Theft	On Campus	2	1	1
	Residence Halls*	0	0	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Next to Campus	0	0	0

Arson	On Campus	0	0	0
	Residence Halls*	0	0	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Next to Campus	0	0	0
Domestic Violence ²	On Campus	1	0	1
	Residence Halls*	0	0	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Next to Campus	0	0	0
Dating Violence ²	On Campus	0	4	3
	Residence Halls*	0	2	3
	Non-Campus Buildings/Properties	0	0	0
	Public Property Next to Campus	0	0	0
Stalking ²	On Campus	1	4	1
	Residence Halls*	0	2	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Next to Campus	0	1	0
Hate Crimes ³	On Campus	0	0	0
	Residence Halls*	0	0	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Next to Campus	0	0	0
ALCOHOL, DRUG, AND WEAPONS VIOLATIONS				
Arrests	Location	2013	2014	2015
Liquor Law Arrests ⁴	On Campus	0	0	0
	Residence Hall*	0	0	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Next to Campus	1	0	0
Drug Law Arrests ⁵	On Campus	18	31	0
	Residence Hall*	15	16	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Next to Campus	2	5	0
Illegal Weapons Possessions	On Campus	0	0	0
	Residence Hall*	0	0	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Next to Campus	0	0	0
University Judicial System Referrals⁶	Location	2013	2014	2015
Liquor Law Violations ⁷	On Campus	337	407	289
	Residence Hall*	326	398	276
	Non-Campus Buildings/Properties	0	0	0
	Public Property Next to Campus	0	1	2
Drug Law Violations ⁷	On Campus	36	70	0
	Residence Hall*	29	66	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Next to Campus	0	0	0
Illegal Weapons Possessions	On Campus	4	0	0
	Residence Hall*	2	0	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Next to Campus	0	0	0

Unfounded Crimes

2015: One unfounded crime.

2014: Four unfounded crimes.

2013: One unfounded crime.

Footnotes:

1. The statistical categories for sex offenses have changed. Sexual offenses are now categorized as rape, fondling, incest and statutory rape. NOTE: Sodomy and sexual assault with an object are included in the rape category.
2. This category was new for reporting in 2013.
3. Hate crimes are crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived Race (RA), Religion (RE), Sexual Orientation (SO), Gender (G), Ethnicity (E), National Origin (NO), Gender Identity (GI) or Disability (D). Reportable hate offense crime categories include all of the aforementioned crime offenses as well as larceny/theft, simple assault, intimidation and vandalism/malicious destruction of property.
4. Due to clarification of the reporting guidelines, the information for 2013 and 2014 listed in this category was adjusted to meet the required reporting standards.
5. Note: The Maryland General Assembly passed Senate bill 364 which reclassified the use or possession of 10 grams or less of marijuana to a civil offense and is no longer reportable under Clery. The decriminalization law took effect October 1, 2014.
6. Individuals not arrested but referred for possible campus disciplinary action.
7. A comprehensive review for accuracy identified discrepancies in areas which reflected changes in reported statistics for 2013.

*Crimes reported in residence halls are included in "on campus" totals.

THE UNIVERSITY OF MARYLAND, SALISBURY UNIVERSITY CAMPUS AT THE UNIVERSITIES AT SHADY GROVE

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

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

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

UNIVERSITY OF MARYLAND, SALISBURY UNIVERSITY CAMPUS AT THE UNIVERSITIES AT SHADY GROVE CRIME STATISTICS

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

THE UNIVERSITIES AT SHADY GROVE ⁽¹⁾					
CRIME REPORT STATISTICS ⁽⁴⁾					
STATISTICS	Year	On Campus	Non-campus Buildings or Property	Public Property ⁽²⁾	Total
CRIME REPORTS					
Murder & Non-negligent Manslaughter	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Negligent Manslaughter	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Sex Offenses -- Forcible	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Sex Offenses -- Non Forcible	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Robbery	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Aggravated Assault	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Burglary	2015	0	0	0	0
	2014	0	0	0	0
	2013	2	0	0	2
Motor Vehicle Theft	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Arson	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Hate Crimes⁽³⁾	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Domestic Violence⁽⁵⁾	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Dating Violence⁽⁵⁾	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Stalking⁽⁵⁾	2015	2	0	0	2
	2014	0	0	0	0
	2013	0	0	0	0
ARREST STATISTICS					
Liquor Law Violation Arrests	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0

Drug Law Violation Arrests	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	1	1
Illegal Weapons Possession Arrests	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
CAMPUS DISCIPLINARY REFERRALS⁽⁶⁾					
Liquor Law Violation Referrals	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Drug Law Violation Referrals	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Illegal Weapons Possession Referrals	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0

Footnotes:

1. The Universities at Shady Grove (USG) is a Regional Center for the University System of Maryland (USM). Degree programs from 9 of the 12 USM institutions are offered at USG. Students from each of these 9 institutions attend classes at USG and in some cases may attend classes on both campuses.
2. Statistics listed in the "Public Property" category include those that took place off campus, on public property immediately adjacent to and accessible from the campus, but not on USG-owned property.
3. Hate Crimes are crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived Race (RA), Religion (RE), Sexual Orientation (SO), Gender (G), Gender Identity (GI), Ethnicity (E), National Origin (NO), or Disability (D). Any numbers in small print parentheses would indicate how many of the total number of reported incidents were motivated by each type of bias.
4. At the time of this reporting, the Montgomery County Police Records Unit has not yet responded to the USG request for Clery statistics. When those statistics are received, this chart will be updated to reflect any new information.
5. The Montgomery County Police Department does not classify crimes into this category. Statistics in this category will only be those reported or known by Campus Reporting Authorities.
6. Individuals not arrested but referred for possible campus disciplinary action (e.g. first offenders required to attend educational programs).

EMERGENCY RESPONSE GUIDE

POLICE - FIRE - AMBULANCE	
University Police	410-543-6222
	#787 - Verizon Cell phone
Fire Call for help immediately. Pull the fire alarm. WALK to the nearest exit. Warn others as you leave the building.	911
Ambulance/Medical Emergency (i.e. serious bleeding, not breathing, unresponsive) Remain calm. Initiate lifesaving measures, if trained in (CPR). Call the University Police after contacting 911 for assistance.	911
Medical Nonemergency (University Police)	410-543-6222
Student Health Services (Monday - Friday, 8 a.m. – 5 p.m.)	410-543-6262
Student Counseling Services (Monday - Friday, 8 a.m. – 5 p.m.)	410-543-6070
Escort Service	410-543-6222
Life Crisis	410-749-4357
Fruitland Police Department	410-548-2803
Maryland State Police	410-749-3101
Salisbury Police Department	410-548-3165
Wicomico County Sheriff's Office	410-548-4891

EMERGENCY PREPAREDNESS

Emergency Response and Evacuation Procedures

Emergency situations can range from an isolated incident characterized by a quick resolution by University Police and a few campus departments to a major campus disaster requiring a coordinated response from multiple campus departments and the utilization of resources external to the campus.

The University's Emergency Preparedness Plan explains the procedures used by campus personnel to assess the nature and magnitude of an emergency, determine and implement the appropriate

course of action, and provide clear, timely and accurate public information. University departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility.

The president has appointed the vice president of administration and finance as the executive staff member who is responsible for implementing the emergency operations plan. This individual shall coordinate University and community resources to save lives, protect property and provide for the continuity of University operations. The line of succession for emergency operations shall be established by the president and may vary dependent upon the type of emergency and the availability of executive staff members. The University police chief chairs the Emergency Preparedness Committee and reports to the vice president of administration and finance.

Information about emergency procedures and the Emergency Alert System is presented during student and faculty orientations. Employees are also provided with an annual update for life-safety and emergency preparedness information. In addition, information about emergency procedures is posted on the Emergency Preparedness website at www.salisbury.edu/emergency/. The website also provides instructions regarding the use of the Emergency Alert System which includes messages that may be transmitted and the actual audible tone of the alert siren. Emergency procedures and training information as well as a means to report suspicious behavior online and a Service Feedback form can be found at www.salisbury.edu/police/emergency/.

Emergency Notifications

If Salisbury University confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the SU community, University Police will determine the content of the message and will use some or all of the systems described below to communicate the threat to the campus community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. University Police will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

University communications systems will utilize the latest technology available on campus at the time of the emergency. This includes, but is not limited to:

- University email
- Text and voice messaging
- Alertus (desktop emergency notification system)
- Gull Line (a campus telephone hotline)
- Postings on the University website, Facebook page and Twitter
- SU News, eSU News, *Flyer* (student newspaper)
- Campus signs in buildings
- Campus media including WSCL/WSDL Delmarva Public Radio, WXSU student radio, and the campus television cable system
- Public Access Television (PAC 14)
- All local commercial media
- Designated building responders
- Siren with pre-recorded and live voice capability

Emergency Alert System (EAS)

The Emergency Alert System (EAS) at Salisbury University was developed to provide emergency personnel with a means to rapidly communicate critical life-saving information to the campus community. The EAS utilizes various communication technologies to increase the likelihood that a majority of the campus community will be alerted since no single solution can reach all individuals. All University Police sworn police officers are authorized to instruct the department's police communications operators to activate the EAS. If a supervisory or administrative ranked officer is present and immediately available, then the decision to activate the EAS rests with the highest ranked officer present.

In the event an emergency is identified for the campus that requires rapid and widespread dissemination of information to the campus community, University Police will use a two-wave approach to alert and inform. The first wave will require approximately ten minutes to complete. A second wave of information will follow that may use additional sources to provide updates to the emergency, as needed.

First Alert Wave (using pre-recorded messages)

- Siren alert – This system consists of two sirens located on the roof of Devilbiss Hall and atop a utility pole at the Athletic Complex on the East Campus. The system provides an audible alert signal followed by voice instructions/information and is solar powered with batteries. The system is activated by wireless communications. The campus community, upon hearing the siren, will know that an emergency situation is impacting the university and shall gather additional information from the voice instructions from the siren system or from any of the other sources listed below.
- Voice/text messaging – This system sends text and voice messages in the event of an emergency. Students, faculty and staff are highly encouraged to sign up for this service and should keep contact information current to maintain the system's accuracy. To register to receive emergency alerts on your personal cellular telephone, visit www.salisbury.edu/emergency/notification.html. This system also has groups such as the Emergency Management Team (EMT), Emergency Operations Center (EOC) members, and police personnel (University Police as well as local allied police agencies) for quick notification of events impacting those groups. Also key campus locations have been added to inform those locations through “land lines” of campus emergencies to increase the likelihood of reaching a majority of the campus community in the event that the wireless networks are inoperable or busy due to the emergency.
- Desktop notification – The Alertus Desktop emergency notification system is installed on all SU campus computers. When an active alert is issued, Alertus Desktop will display a full screen notification with instructions.
- Email – A campus-wide email alert will be sent with information concerning the emergency.
- Campus cable television network – An alert message will be sent with information concerning the emergency over the campus cable television network.

Second Alert Wave (could include some or all of the following methods)

- Postings on the University website, Facebook page and Twitter
- Email
- Gull Line (a campus telephone hotline)

- Campus cable television network and campus media
- Campus signs posted at building entrances
- Building responders

Pre-recorded Messages

The pre-recorded messages of the First Alert Wave address a variety of emergency conditions. It is important that individuals understand the nature of the warnings for the alert system and what to do if a pre-recorded alert is sounded.

Test – Used to perform drills with the equipment.

Tornado warning – A tornado warning means a tornado has been sighted or is indicated by weather radar in the area of the campus. Individuals in a building should stay inside and shelter in-place in an interior hallway or room that is away from glass doors or windows at the lowest possible level. Visit www.salisbury.edu/healthsafety/buildings/ for shelter in-place detail by building. Individuals outdoors should immediately seek shelter indoors. If outdoors when a tornado approaches and a building is not accessible, lie down in a low area (ditch, etc.) and cover your head/face. The tornado warning will remain in effect until an all clear notification has been given.

Armed intruder warning – An armed intruder warning means that one or more persons are armed with weapons on or in the immediate area of the campus. If you are indoors you should secure your office/room doors, and stay quiet. Notify University Police if you know the location of the intruder(s). If possible, monitor the second alert wave resources for updates. If you are outdoors, be alert to your surroundings and seek shelter. The armed intruder warning will remain in effect until an all clear notification has been given.

Campus Evacuation – If there is an event that requires the immediate evacuation of the entire campus, everyone is expected to stop what they are doing and leave the campus in an orderly manner. Emergency evacuation signs with floor plans and emergency information and instructions are posted in each campus building. Sign information is also posted online at www.salisbury.edu/healthsafety/buildings. Vehicle traffic will be managed by University Police with possible assistance by county and city agencies, as available. Evacuation will remain in effect until an all clear notification has been given.

Seek Shelter – An event other than a tornado which requires the campus community to seek shelter immediately. Individuals should close windows, doors and take shelter in areas away from glass. Remain indoors until an all clear notification has been given.

Get Information – If an emerging situation occurs that is not described by the other messages, this message is intended to direct individuals to seek the second wave information sources for updates on the nature of the emergency situation. If available, e-mail will be the most likely source of update information.

All Clear – Used to provide notification that an emergency condition has subsided or is under control.

Family Notification System

The Family Notification System (FNS) allows students, faculty and staff to utilize GullNet in order to add contact information for parents or significant others to receive an email about the emergency alert issued to the SU campus. The FNS is not designed to be part of the actual SU Emergency Alert System but will keep family members informed of alerts on campus, although the FNS notifications may be delayed as to not impact the alerts to those immediately on campus.

Building Emergency Information Floorplans

As a building occupant, you need to be familiar with your specific building's emergency exits. Emergency evacuation signs with floor plans and emergency information and instructions are posted in each campus building. Sign information is also posted online at www.salisbury.edu/healthsafety/buildings

Shelter In-Place:

When faced with severe weather conditions such as tornados or hurricanes, designated areas within campus buildings or residence halls provide protection from the effects of high winds and flying debris. Moving personnel to these protected interior areas is referred to "shelter in-place." Generally, these areas are: away from windows, away from glass doors, are interior rooms (or closets) without windows, and are at the lowest possible level within a structure. When notified by Residence Life staff or other authority to shelter in-place, seek shelter immediately within the nearest building and await further instruction regarding the pending danger. Do not venture out to determine if the tornado or hurricane conditions have subsided—designated staff will alert you that conditions have improved or are all clear. Visit www.salisbury.edu/healthsafety/buildings/ for shelter in-place detail by building.

Emergency Test and Evacuation Drills

Salisbury University participates in emergency response exercises, drills and tests each year, University Police documents each test, including a description of the test, the date and time of the test, and whether it was announced or unannounced. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. For example, an announced Familiarization Exercise of the Emergency Alert System (EAS) is conducted on an annual basis. The test lasts approximately 15 minutes and involves the activation of all EAS systems with an exercise test message.

Evacuation (fire) drills are conducted monthly in the residence halls. The purpose of the drills is to prepare residents for an organized evacuation in the event of an emergency. These drills educate the building occupants about evacuation procedures and provides the university with an opportunity to test the operation of its fire alarm equipment.

In addition, SU participates in tabletop exercises. These exercises provide participants with a platform to evaluate the effectiveness of the Emergency Preparedness Plan with a focus on unified command procedures, coordination between University Police, local police agencies and other community partners, the emergency management team, and campus partners.

Annual Fire Safety Report

The Annual Fire Safety Report is published and distributed by Salisbury University Police in compliance with The Higher Education Act of 1965 (HEA) as amended by the Higher Education Opportunity Act of 2008 (HEOA). It contains fire safety information about on-campus student

housing facilities including fire statistics, fire safety systems, fire drills, evacuation procedures, fire safety rules, fire safety education and training policies, fire reporting procedures, and plans for future fire safety improvements. The 2014 Annual Fire Safety Report is available online at <http://www.salisbury.edu/police/Documents/2016%20Annual%20Fire%20Safety%20Report.pdf> Current or prospective students and employees may also obtain a copy of this report by visiting University Police located in the East Campus Complex or calling 410-543-6007.

SEXUAL MISCONDUCT

Salisbury University is committed to providing a working and learning environment free from all types of sex and gender-based discrimination prohibited by state and federal laws, including Title IX of the Education Amendments of 1972 as amended (“Title IX”) and Title VII of the Civil Rights Act of 1964. SU prohibits and will not tolerate any form of sexual misconduct, which includes dating violence, domestic violence, sexual assault, sexual coercion, sexual exploitation, sexual harassment, sexual intimidation, sexual violence, stalking, and related retaliation.

SU’s Policy Prohibiting Sexual Misconduct and Other Sex and Gender-based Discrimination applies to all SU community members, regardless of sex, sexual orientation, gender identity and/or gender expression. This includes all students, faculty, and staff of SU, applicants for employment and/or admission to SU, as well as third parties, agents, and contractors under SU control.

Retaliation for participating in any way in any prohibited sex discrimination matter is also a form of sex or gender-based discrimination. Any retaliatory action or interference with any person participating in any stage of the process, including, but not limited to, reporting, investigating, resolution and appeal, is strictly prohibited and will be subject to appropriate disciplinary action.

Salisbury University’s Policy Prohibiting Sexual Misconduct and Other Sex and Gender-based Discrimination and the USM Policy on Sexual Misconduct are available online at:

<http://www.salisbury.edu/equity/library/docs/SUProhibitedSexDiscriminationPolicy.pdf>.

<http://www.salisbury.edu/equity/library/docs/USM%20Policy%20on%20Sexual%20Misconduct.pdf>

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.

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. 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 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.

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.

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 complainant. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. (Note: Maryland law does not define dating violence. It is not distinguished from general crimes of violence such as assault.)

Domestic Violence means violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant, or by any other person against an adult or youth complainant protected from those acts by domestic or family violence laws of Maryland.

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.

Retaliation means intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or USM policy relating to Sexual Misconduct, or because an individual has made a report, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing related to Sexual Misconduct. Retaliation includes retaliatory harassment.

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.

Sexual Assault with an Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender's genitalia.

Sexual Assault: Any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Sexual assault includes, but is not limited to, forced sexual intercourse, forcible sodomy, incest, fondling, and attempted rape.

Note: Maryland Criminal Law Article 3 defines sexual assault as follows:

3-303: Rape in the First Degree - engaging in sexual intercourse with another without his or her consent by force, using weapons, strangling or inflicting serious physical injury, threatening with death, serious injury, or kidnapping, or committed with another's help or during a burglary

3-304: Rape in the Second Degree - engaging in vaginal intercourse with another 1) without his or her consent by force or threat, 2) with a mentally or physically incapacitated person (includes drunk, high, or unconscious) when the defendant knows of his or her condition, or 3) the victim is under 14 years old and the defendant is at least 4 years older than the victim

3-305: Sexual Offense in the First Degree – engaging in a sexual act (oral or anal sex, or any object or part of one's body penetrates the genitals or anus for sexual gratification, but not vaginal intercourse – that's above in rape) by force, threat, or without consent while displaying a weapon, suffocating or physically injuring the victim, or threatening the victim with death, disfigurement, or serious physical injury, or committed with another's help or during a burglary

3-306: Sexual Offense in the Second Degree - engaging in a sexual act with another by 1) force or without his or her consent, 2) with a mentally or physically incapacitated person (includes drunk, high, or unconscious) when the defendant should know of his or her condition, or 3) the victim is under 14 and the defendant is at least 4 years older than the victim

3-307: Sexual Offense in the Third Degree – includes any of the following:
Engaging in sexual contact (intentionally touching the victim's or defendant's genital, anal, or other private parts for sexual gratification or abuse of either person) in any of the following situations 1) without consent while using a weapon, strangling or seriously injuring the victim, threatening the victim with death, serious injury, or kidnapping, or committed with another's help or 2) the victim is mentally or physically incapacitated (drunk or unconscious for example) and the defendant knows of his/her condition, 3) the victim is under 14 years old and the defendant is at least 4 years older; 4) engaging in a sexual act (i.e. oral or anal sex) or vaginal sex with a 14 or 15 year old victim by a 21 year old or older defendant, AKA statutory rape

3-308: Sexual Offense in the Fourth Degree – includes any of the following:
Engaging in sexual contact without the other's consent; engaging in a sexual act or vaginal sex with a 14 or 15 year old when the defendant is at least 4 years older; engaging in a sexual act, sexual contact, or vaginal sex with a child under 18 who at the time of the sexual activity was a student enrolled in a school where the person was in a position of authority (i.e. a principal, coach, teacher, or counselor who's at least 21 years old, employed by the school, and was in a supervisory position over the student)

Sexual Exploitation means taking non-consensual or abusive sexual advantage of another person for one's own advantage or benefit or for the advantage or benefit of anyone other than the person being exploited.

Sexual Harassment is any unwelcome sexual advance, unwelcome request for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature when: (1) Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, evaluation of academic work, or participation in any aspect of a USM or USM institution program or activity; (2) Submission to or rejection of such conduct by an individual is used as the basis for academic, employment, or activity or program participation related decisions affecting an individual; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, i.e., it is sufficiently severe or pervasive to create an intimidating, hostile, humiliating, demeaning or sexually offensive working, academic, residential or social environment.

Sexual Intimidation means (1) threatening to sexually assault another person; (2) gender or sex-based stalking, including cyber-stalking; or (3) engaging in indecent exposure.

Sexual Misconduct is an umbrella term that includes dating violence, domestic violence, sexual exploitation, sexual harassment, sexual intimidation, sexual violence, and stalking.

Sexual Violence is a form of sexual harassment and refers to physical sexual acts perpetrated without consent. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion. Sexual violence, in any form, is a criminal act.

Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

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

Reporting Sexual Misconduct

Victims of sexual misconduct or anyone with knowledge of a sexual offense should immediately contact the police in the jurisdiction where the offense occurred. It is the policy of University Police that the health and safety of a sex offense victim is of paramount importance and to emphasize a compassionate and supportive approach on the part of investigating officers toward the victim. If the crime occurred off campus, University Police will assist you in notifying the appropriate law enforcement agency (for emergencies dial 911). If the crime occurred on campus, contact University Police at 410-543-6222. Calling local law enforcement can help a victim obtain

emergency and non-emergency medical care; understand how to provide assistance in a situation that may escalate to more severe criminal behavior; arrange a meeting with a victim advocate service; find counseling and support; initiate a criminal investigation and help to secure valuable evidence; and answer questions about the criminal process. Although the University strongly encourages members of the campus community to report a violation to law enforcement, it is the victim's choice whether or not to file a police report.

Any person, including, but not limited to, a student, a member of the faculty, administration or support staff, a visitor or guest to the campus community, campus or local police, or a family member, alleging sexual misconduct against a student or non-student may file a complaint against that individual with the University. The university, on its own, may also initiate, investigate and adjudicate sexual misconduct complaints against students or non-students.

If you do not wish to file a police report, complaints should be made to the SU Office of Institutional Equity/Fair Practices Officer/Title IX Coordinator (OIE). The OIE's staff members are trained to help individuals find the resources they might need to explain all reporting options, and to respond appropriately to conduct of concern. Contact information is listed below:

Mr. Humberto Aristizabal
Office of Institutional Equity
Holloway Hall, Suite 100
410-548-3508
hxaristizabal@salisbury.edu

The Title IX Coordinator is responsible for overseeing SU's response to prohibited sex discrimination reports and complaints, and identifying and addressing any patterns or systemic problems revealed by such reports or complaints; conducting prohibited sex discrimination investigations; overseeing, reviewing content, and in collaboration with other SU offices, conducting training for students, faculty and staff on prohibited sex discrimination issues; ensuring that appropriate policies and procedures are in place for responding to complaints of prohibited sex discrimination against students, faculty, and staff; and working with local law enforcement to ensure coordinated responses to prohibited sex discrimination cases.

Complaints or reports of sexual misconduct should be made as soon as possible after an incident. Individuals may alternatively report to any Title IX team member and/or responsible employee listed in SU's Policy Prohibiting Sexual Misconduct and Other Sex and Gender-Based Discrimination at: www.salisbury.edu/equity/library/docs/SUProhibitedSexDiscriminationPolicy.pdf.

Note: Reporting an incident is a separate step from choosing to prosecute. When you file a report, you are not obligated to continue with legal proceedings or university disciplinary action.

Steps to Take Following an Act of Sexual Violence

- 1. Stay Warm** - Persons who experience sexual violence may be in a state of shock. It is important to stay warm by wrapping up in a blanket or coat. This will help recovery from shock and make it less likely that physical evidence is disturbed.
- 2. Get to a Safe Place and Seek Emotional Support** – If you are in physical danger or in need of immediate medical attention, call 911. When you get to a safe place, talking with a trusted friend or relative or someone who is professionally trained to deal with sexual violence, such as a confidential mental health professional of the University, can help you make decisions about what to do. Whether you decide to go to law enforcement or not, it

is important to take care of your own emotional needs. Professional counseling may be beneficial.

3. **Preserve Evidence** - It is important that any evidence of the crime be preserved for the investigating officers. This includes any physical evidence from the victim and from the area where the assault occurred. Victims should specifically avoid bathing or washing clothing or bed linens. In addition, victims should save text messages, social networking pages, emails, voice mails, photographs or written documents.
4. **Seek Medical Attention** – It is important to seek medical attention as soon as possible. A medical examination will ensure appropriate medical treatment, including testing for pregnancy or sexually transmitted infections. You may also want to obtain a Sexual Assault Forensic Exam (SAFE). A SAFE exam allows for the collection of evidence and can ensure any physical evidence is preserved in the event of a report to law enforcement. A SAFE exam may be obtained within 120 hours after an assault at Peninsula Regional Medical Center, 100 E Carroll St, Salisbury, MD 21801, (410) 546-6400. Campus personnel will cooperate to assist a victim of sexual misconduct to obtain appropriate medical attention, including providing assistance to summon emergency personnel for transportation to the nearest designated hospital offering a SAFE exam.

Victim Services and Protective Measures

The university will provide victims with written notice about existing options for counseling, health, mental health, victim advocacy, and other services available on and off campus. A list of available resources is located on the OIE website at www.salisbury.edu/equity.

Any participant in the investigation process may request, and the university, on its own or at a party's request, may take interim protective measures to assist or protect the parties during the grievance process, as necessary. Interim measures may be available for academic modifications, alternative housing, and alternative employment. The following are examples of interim measures that may be considered, if appropriate under the circumstances, but this list is not all inclusive:

Examples of Potential Interim Measures for Students

- Assistance in obtaining or enforcing a “No Contact” Order
- Moving a student to another lab/lecture section
- Allowing a student to take an incomplete or withdraw from a class without a penalty
- Moving a student to another residence hall
- Allowing a student to break a housing contract without penalty
- Providing escort services
- Providing counseling services
- Providing student health services

Examples of Potential Interim Measures for Employees

- Assistance in obtaining or enforcing a “No Contact” Order
- Changing a student/employee's employment arrangements (hours, location, job placement, etc.)
- Allowing for authorized leave without penalty
- Referral to an Employee Assistance Program
- Providing escort services

The university will also provide victims with assistance in obtaining protective orders as well as enforce existing and lawful no contact or protective orders. Any victim who obtains a peace order, protective order, temporary protective order, or similar order issued by a civil or criminal court should provide a copy of the order to University Police.

Procedures to Address Incidents of Sexual Misconduct

The university has established specific procedures to address incident of sexual assault, domestic violence, dating violence and stalking. These procedures involve informal and formal resolution and will be conducted in a prompt, fair and impartial manner by trained individuals who do not have a conflict of interest or bias for or against the accuser or the accused. The required standard of proof subject to these procedures is “preponderance of the evidence” that the conduct set forth has occurred. Preponderance of the evidence means that the information and facts establish it is “more likely than not” that the alleged misconduct occurred.

The complainant generally has the option to proceed informally at any time during any adjudication process, when permissible per applicable law. However, the complainant is never required to proceed informally. In cases involving allegations of sexual assault, informal resolution is not appropriate at any step in the process, even if both the complainant and respondent indicate a preference for informal resolution. Informal complaints may be resolved by one of the following:

1. A decision to stop further action on the informal complaint;
2. A resolution of the informal complaint by agreement of the parties and the approval of the Office of Institutional Equity (OIE); or
3. Initiation of the formal complaint process.

A complainant or respondent has the option to participate in any informal resolution and the complainant also has the option to request a formal investigation and/or adjudication at any point in the informal process. The OIE also always has the discretion to initiate a formal investigation. If, at any point during the informal process, the complainant, the respondent or the OIE wishes to cease the informal process and to proceed through formal grievance procedures, the formal process outlined below will be invoked.

A person wishing to initiate a formal process (i.e., a formal investigation and adjudication) should generally file his/her complaint in writing and in person with the OIE. The University will review all complaints in compliance with applicable policies and procedures. The complaint should be signed by the complainant and should include the following information: a description of the allegations with relevant dates, places and statements made, the name(s) of the person(s) involved, the names of any witnesses to the events in question, any documentation to support and substantiate the claim, and the remedy requested.

The on-campus procedures provide that the accuser and the accused are afforded the same opportunities to be have others present during any institution disciplinary proceeding. This includes an advisor of their choice, which means any person who has been chosen by the accuser or accused, and who has agreed to provide advice, review documents, and generally provide moral support, at the party’s own cost. Both the accuser and accused are given timely notice of meetings at which one or the other or both may be present. Both parties will have the same access to information to be used and considered during the process, and the same opportunity to present names of relevant witnesses and identify and provide evidence during the process.

Generally, the investigation of complaints of sexual misconduct are completed within sixty days of receiving the initial complaint. This process does not include the appeal process. There may be exceptional circumstances under which the investigation cannot be completed within that timeframe. In such cases, the University will notify the accuser and the accused the reasons for delay.

A written decision shall be prepared by the OIE at the conclusion of the investigation, setting forth (1) a statement of the findings of fact concerning the alleged events; (2) a statement identifying relevant elements of the policy to support the conclusion that a violation of University policy did or did not occur based on a preponderance of the evidence; (3) sanction(s), if applicable; and (4) notification of right to appeal. If either party disagrees with the decision, they may file an appeal. If neither party appeals, the decision become final on the day immediately following the expiration of the time for filing the appeal.

Confidentiality of Complaints, Reports and Outcomes

In cases involving allegations of sexual assault, domestic violence, dating violence and/or stalking, the accuser, accused, and witnesses may desire confidentiality during the investigation and adjudication of such matters. While the University will keep these matters confidential to the extent possible and as required by law, the University cannot ensure complete confidentiality, or even the confidentiality requested by parties, in all cases. The OIE will disclose this information only to any individual who needs to know and/or is allowed to know by law. In addition, the OIE may need to disclose information to law enforcement consistent with state and federal law; to other University officials as necessary for coordinating interim measures, for health, welfare, safety, and other appropriate reasons, as well as to government agencies who review the University's compliance with federal and state law. Information about complaints and reports, absent personally identifiable information, may be reported to University officials as needed and/or to external entities for statistical and analysis purposes pursuant to applicable federal and state law, and University policy.

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

Student Sanctions

Depending on the nature and severity of the findings, the possible sanctions include, but are not limited to, probation, suspension, dismissal from the University, counseling, training, educational sanctions, sanction service, cancellation of on-campus housing, fines, withholding a degree, or termination of employment, in the case of student workers. These sanctions may be imposed even after a first offense, under appropriate circumstances. Sanctioning may take into account any previous prohibited sex discrimination violation(s) and/or the accused's current disciplinary standing with the University. In addition, the OIE will concurrently issue the outcome to the complainant and respondent, as allowed by law, and shall copy the Assistant Vice President of Student Affairs/Dean of Students and any other appropriate University administrators.

Faculty and Employee Sanctions

Disciplinary employment action will be addressed on a case-by-case basis dependent on the facts of each situation, the extent of harm to the individual(s) involved, the obligations of the University, and whether and to what extent the accused has a history of documented previous wrongdoing.

Penalties will be assessed according to regulations governing employment relationships, as enumerated in the Faculty Handbook and/or Policy Manual for Employees. Depending on the nature and severity of the findings, and applicable policy governing the assessment of penalties, the possible sanctions include, but are not limited to, a letter of reprimand, censure, service to the University, counseling, retraining, demotion or suspension, or termination of employment. These sanctions may be imposed even after a first offense, under appropriate circumstances. Sanctioning may take into account any previous prohibited sex discrimination violation(s) or the employee's current disciplinary status with the University.

When a tenured or tenure-track faculty member is found responsible for a prohibited sex discrimination, or when further University action is required prior to implementing any discipline for any employee, per applicable policies or agreements, and decision should indicate that the institution will take necessary steps to proceed with the specified sanction. At that point, the institution will take steps pursuant to the USM and SU Appointment, Rank & Tenure Policies, applicable MOU, or other applicable separate procedures to seek implementation of the sanction. As permitted by law, the University will notify the complainant and respondent concurrently in writing the results of the investigation, and shall copy the Associate Vice President of Administration and Finance for Human Resources and the respondent's direct supervisors.

Salisbury University's Procedures for Investigating and Adjudicating Complaints of Sexual Misconduct and other Sex and Gender-Based Discrimination is available online at:
<http://www.salisbury.edu/equity/library/docs/DiscriminationProceduresForStudents.pdf>
<http://www.salisbury.edu/equity/library/docs/DiscriminationProceduresForNonStudents.pdf>

Sexual Misconduct Prevention and Education Programs

The university offers a variety of programs promoting awareness and prevention of dating violence, domestic violence, sexual assault and stalking throughout the year. These programs include: the university's policy prohibiting these types of conduct; definition of these crimes and consent in reference to sexual activity; a description of safe and positive options for bystander intervention; information on risk reduction; and information regarding SU's policies and procedures after a sex offense occurs. Awareness and prevention programs are provided by a number of departments including the Campus Housing and Residence Life, Student Counseling Center, Office of Student Affairs, University Police and the Office of Student Activities, Organizations and Leadership.

The following primary prevention and awareness programs were conducted during 2015:

- New Employee Orientation – A new faculty orientation program is conducted annually in August. Individual employee orientations are conducted by Human Resources. Employees are provided with copies of SU's sexual misconduct policy as well as SU's procedures for investigation and adjudicating complaints of sexual misconduct and other sex and gender-based discrimination.
- New Student Orientation – Orientation 102 provides information on preventing sexual assault to all freshmen and incoming transfer students who have less than 25 hours. This program introduces new students to definitions of consent, sexual assault, institutional policies and resources.
- True Life – This program was presented to all residence hall students by Campus Housing and Residence Life. Residence Life staff performed a skit which focused on issues students

might encounter during their time at SU and how to get help and seek resources. Scenarios included information about healthy relationships and sexual assault.

- Life on Campus – This program is presented by the Office of Student Affairs, OIE, SUPD and the Wicomico County State’s Attorney’s Office to new students. It educates students about sexual assault, consent, the University Code of Conduct, resources on and off campus and prepares students to act as good community members.

The university also works collaboratively to ensure that material presented in orientations are reinforced with students, faculty and staff during the year. Some of the ongoing prevention and awareness campaigns include:

- It IS My Place – This bystander intervention, sponsored by Student Activities, addresses all aspects of sexual misconduct and illustrates issues with alcohol and other drugs, bias related statements and struggles with mental health.
- Every Choice – This program offers online training to students that illustrates safe, effective bystander intervention techniques to reduce relational violence, sexual assault and stalking.
- Take Back the Night – This program provides awareness and education about domestic violence, sexual assault and victim advocacy. It was presented by Student Counseling Center and to the campus community including faculty, staff and students.
- Tunnel of Oppression – This program was presented by the Office Of Housing and Residence Life to educate the campus community on social issues such as sexual assault, socioeconomic status and mental health.
- Rape Aggression and Defense (RAD) Program - Members of the campus community also participated in the Rape Aggression Defense (R.A.D.) program. R.A.D. is an international self-defense organization that teaches self-defense techniques for all types of confrontations using different levels of force. Salisbury University Police Department staff are trained and certified to teach the program. The program is offered several times each semester for students, faculty and staff.
- Self-Defense Awareness & Familiarization Exchange (S.A.F.E) – The purpose of this program is to prevent crimes of sexual violence in our communities through programs of education and training, focusing primarily on awareness and prevention; and to educate women about realistic options that will help them avoid, escape, and survive assaults if they do occur. The program was conducted by University Police.

Training

All persons involved in responding to, investigating, or adjudicating sexual misconduct reports, including, but not limited to the Title IX team, responsible employees, law enforcement, counselors, health professionals, resident assistants, and complainant advocates, receive annual training in receiving, reporting and handling complaints of sexual misconduct. In addition, SU faculty, staff and student workers are required to complete the following online training programs: 1) Title IX Awareness and Violence Prevention for Faculty and Staff and 2) Unlawful Harassment Prevention for Higher Education Staff. This training covers discrimination, equity vs equality, definition of sexual misconduct and discriminatory harassment and the employee’s role in reporting and handling issues related to Title IX violations.

Bystander Intervention

According to the Rape, Abuse & Incest National Network (www.rainn.org), “everyone has a role to play in preventing sexual assault. There are many different ways that you can step in or make a

difference if you see someone at risk. This approach to preventing sexual assault is referred to as ‘bystander intervention.’

Create a distraction.

Do what you can to interrupt the situation. A distraction can give the person at risk a chance to get to a safe place.

- Cut off the conversation with a diversion like ‘Let’s get pizza, I’m starving’ or ‘This party is lame. Let’s try somewhere else.’
- Bring out fresh food or drinks and offer them to everyone at the party, including the people you are concerned about.
- Start an activity that is draws other people in, like a game, a debate, or a dance party.

Ask directly.

Talk directly to the person who might be in trouble.

- Ask questions like ‘Who did you come here with?’ or ‘Would you like me to stay with you?’

Refer to an authority.

Sometimes the safest way to intervene is to refer to a neutral party with the authority to change the situation, like an RA or security guard.

- Talk to a security guard, bartender, or another employee about your concerns. It’s in their best interest to ensure that their patrons are safe, and they will usually be willing to step in.
- Don’t hesitate to call 911 if you are concerned for someone else’s safety.

Enlist others.

It can be intimidating to approach a situation alone. Enlist another person to support you.

- Ask someone to come with you to approach the person at risk. When it comes to expressing concern, sometimes there is power in numbers.
- Ask someone to intervene in your place. For example, you could ask someone who knows the person at risk to escort them to the bathroom.
- Enlist the friend of the person you’re concerned about. ‘Your friend looks like they’ve had a lot to drink. Can you check on them?’

Your actions matter

Whether or not you were able to change the outcome, by stepping in you are helping to change the way people think about their role in preventing sexual assault. If you suspect that someone you know has been sexually assaulted, there are steps you can take to support that person and show you care.”

Risk Reduction Information

The Rape, Abuse and Incest National Network (www.rainn.org) provides steps to reduce the risk of becoming a victim of sexual violence “and some of those tips are outlined below. No tips can absolutely guarantee safety—sexual violence can happen to anyone, and it’s not the only crime that can occur on a college campus. It’s important to remember that if you are sexually assaulted on campus it is not your fault—help and support are available.

Increasing on-campus safety

The following tips may reduce your risk for many different types of crimes, including sexual violence.

- **Know your resources.** Who should you contact if you or a friend needs help? Where should you go? Locate resources such as the campus health center, campus police station, and a local sexual assault service provider. Notice where emergency phones are located on campus, and program the campus security number into your cell phone for easy access.
- **Stay alert.** When you're moving around on campus or in the surrounding neighborhood, be aware of your surroundings. Consider inviting a friend to join you or asking campus security for an escort. If you're alone, only use headphones in one ear to stay aware of your surroundings.
- **Be careful about posting your location.** Many social media sites, like Facebook and Foursquare, use geolocation to publicly share your location. Consider disabling this function and reviewing other social media settings.
- **Make others earn your trust.** A college environment can foster a false sense of security. They may feel like fast friends, but give people time to earn your trust before relying on them.
- **Think about Plan B.** Spend some time thinking about back-up plans for potentially sticky situations. If your phone dies, do you have a few numbers memorized to get help? Do you have emergency cash in case you can't use a credit card? Do you have the address to your dorm or college memorized? If you drive, is there a spare key hidden, gas in your car, and a set of jumper cables?
- **Be secure.** Lock your door and windows when you're asleep and when you leave the room. If people constantly prop open the main door to the dorm or apartment, tell security or a trusted authority figure.

Safety in social settings

It is possible to relax and have a good time while still making safety a priority. Consider these tips for staying safe and looking out for your friends in social settings.

- **Make a plan.** If you're going to a party, go with people you trust. Agree to watch out for each other and plan to leave together. If your plans change, make sure to touch base with the other people in your group. Don't leave someone stranded in an unfamiliar or unsafe situation.
- **Protect your drink.** Don't leave your drink unattended, and watch out for your friends' drinks if you can. If you go to the bathroom or step outside, take the drink with you or toss it out. Drink from unopened containers or drinks you watched being made and poured. It's not always possible to know if something has been added to someone's drink. In drug-facilitated sexual assault, a perpetrator could use a substance that has no color, taste, or odor.
- **Know your limits.** Keep track of how many drinks you've had, and be aware of your friends' behavior. If one of you feels extremely tired or more drunk than you should, you may have been drugged. Leave the party or situation and find help immediately.
- **It's okay to lie.** If you want to exit a situation immediately and are concerned about frightening or upsetting someone, it's okay to lie. You are never obligated to remain in a situation that makes you feel uncomfortable, pressured or threatened. You can also lie to help a friend leave a situation that you think may be dangerous. Some excuses you could

use are needing to take care of another friend or family member, an urgent phone call, not feeling well, and having to be somewhere else by a certain time.

- **Be a good friend.** Trust your instincts. If you notice something that doesn't feel right, it probably isn't. Learn more about how to keep your friends safe in social settings."

Sex Offender Registry

A Sex Offender Registry may be accessed on the State of Maryland Department of Public Safety and Correctional Services website at www.dpscs.state.md.us/onlineservs/socem/default.shtml.

SUBSTANCE ABUSE

The University actively supports applicable county, state and federal laws pertaining to the illegal use of alcohol and drugs. Students found responsible for alcohol or drug related offenses are subject to campus disciplinary action. The *Student Code of Conduct, Policies and Procedures Handbook* specifies the prohibitions and the penalties for violations and is available at http://www.salisbury.edu/studentconduct/docs/codeofconduct/16-17/Code_Conduct_2016_17.pdf Such disciplinary action does not preclude civil and/or criminal prosecution under county, state or federal laws.

In the matter of the use of alcoholic beverages by faculty and staff, Salisbury University operates under the Executive Order 01.01.1991.16 State of Maryland Substance Abuse Policy. That policy is available at <http://www.salisbury.edu/hr/Current-Employees/>. Employees found to be in violation of this policy shall be subject to disciplinary action as well as any legal penalties under federal and state law.

Alcohol Policy

In Maryland, individuals must be 21 years of age to consume or possess alcohol. When a student engages in behavior, whether on or off campus, that violates University regulations concerning alcohol and/or drug use and that violation results in behavior, which, in the University's sole judgment, is destructive, abusive or detrimental to the University's interests, the University's conduct process shall apply and such matters will be processed accordingly, including review of the application of the University's Medical Amnesty Policy.

- No person who is less than 21 years of age may purchase, possess or consume any type of alcoholic beverage.
- Excessive consumption of alcohol is prohibited regardless of age.
- No person may possess an open container of alcohol in a public area.
- No person may provide alcohol to any person who is less than 21 years of age.
- No person may illegally distribute, sell or manufacture alcohol.
- No person may bring any type of alcoholic beverage into an Alcoholic Beverage Control-licensed facility or area, and no person may take alcoholic beverages out of a Control-licensed facility or area.
- No person who appears to be intoxicated or is intoxicated may be sold or served alcoholic beverages.
- No person may operate a vehicle, bicycle, scooter, skateboard, etc. under the influence of alcohol.

Intoxication for any individual may include, but is not limited to, impaired motor-skill coordination, difficulty communicating, vomiting, glazed/red eyes, the smell of alcohol on one's breath, verbal and/or physical aggressiveness, destructive and/or disruptive behavior, and

engaging in any behavior that may endanger oneself or others. Parents/legal guardians may be notified when a student under the age of 21 is found responsible for an alcohol and/or drug violation under this policy.

Student Code of Conduct, Policies and Procedures

Policy on the Role of Alcohol at Events Sponsored by the University and University-Related Organizations

The University seeks to foster a culture of conversation where meaningful experiences are shared and bonds of community are formed. If the inclusion of alcohol is deemed appropriate at any on or off-campus event sponsored by any university department or student organization, it should be included in a way that is compatible with the kind of culture the university strives to promote. It should not be included in a way that encourages underage drinking or inhibits the participation of either underage students or those who choose not to drink.

The members of any university department or student organization who are contemplating the inclusion of alcohol at a sponsored event should discuss the issue among themselves and, if alcohol is to be included, should discuss the concrete steps to be taken to ensure that considerations described above are addressed. The distribution and use of alcohol must be in compliance with state law and university policy (see SU Student Handbook). Faculty/staff advisors and student leaders are especially encouraged to consult the *Faculty Handbook* and the *Guide to Policies and Procedures for Registered Student Organizations* for additional information on state alcohol laws and the potential for criminal or civil liability.

Faculty Handbook (http://www.salisbury.edu/provost/handbook/FH-2013/2013/final_-Chapter%20%204-Personnel%20PoliciesRev9-17-14.pdf)

Drug Policy

The University prohibits the possession, use, consumption, manufacture, sale or distribution of drugs and/or drug paraphernalia.

The term “drugs” broadly includes, without limitation, any stimulant, intoxicant (other than alcohol), nervous system depressant, or other chemical substance, compound or combination when used to induce an altered state, including any otherwise lawfully available product used for any purpose other than its intended use (for example, prescription or drugs or household product misuses).

The term “drug paraphernalia” includes any definition found in state and/or federal law, but broadly includes any material, product, instrument or item used to create, manufacture, distribute, use or otherwise manipulate any drug and includes, but is not limited to, hypodermic needles, syringes, baggies and/or rolling papers (when used for the purpose of drug use), strainers, grinders, scales, any devices used to ingest drugs including bongos or pipes. Specific violations of this standard include, but are not limited to:

- The possession, use, manufacture, distribution, and/or sale of drug paraphernalia or other items used in preparing or consuming illegal drugs
- The delivery, transfer or intent to deliver, transfer or manufacture any drug or drug paraphernalia
- The sale, delivery or transfer of a prescription or prescription drug to another. This includes the sharing of drugs, cultivation of drugs and any other form of distribution or intention of distribution

- A violation of any applicable local, state or federal law relating to drugs or drug paraphernalia

An individual may be determined to be under the influence by the identification of symptoms including, but not limited to, impaired motor-skill coordination, difficulty communicating, vomiting, glazed/red eyes, verbal and/or physical aggressiveness, destructive and/or disruptive behavior, and engaging in any behavior that may endanger oneself or others. Parents/legal guardians may be notified when a student under the age of 21 is found responsible for an alcohol and/or drug violation under this policy.

Student Code of Conduct, Policies and Procedures

Drug-Free Workplace Policy

Salisbury University strives to maintain a workplace free from the illegal use, possession, or distribution of controlled substances. Unlawful manufacture, distribution, dispensation, possession, or use of controlled substances by employees in the workplace is prohibited. Employees found to be in violation of the State of Maryland Substance Abuse policy shall be subject to disciplinary action as well as any legal penalties under federal and state law. Employees are encouraged to seek assistance for substance abuse problems. Employees receive a copy of the State of Maryland Substance Abuse Policy – Executive Order 01.01.1991.16 upon start of employment; additional copies are available from the Office of Human Resources or online at <http://www.salisbury.edu/hr/Current-Employees/default.html>. All employees are required to acknowledge receipt of a copy of this Executive Order by returning an acknowledgement of receipt to their supervisor for insertion in their personnel file. In compliance with the Executive Order on Substance Abuse, SU has defined certain positions as “sensitive” in accordance with the guidelines of the Executive Order. SU’s Policy on Definition of Sensitive Positions may be found in the Source Documents section in the employee handbook which is available online at www.salisbury.edu/hr/Forms/Staff%20Employee%20Handbook%20Updated%20January%202011.pdf.

Applicable Legal Sanctions

Students and employees at Salisbury University are subject to federal, state and local laws regarding the possession and distribution of illegal drugs. Federal Law 21 USCA, sections 841 and 844, states that it is unlawful to possess, manufacture, distribute or dispense a controlled substance. In addition, the state of Maryland has its own laws dealing with distribution, manufacturing and possession of controlled substances. Maryland law (Sections 5-601, 5-602 and 5-607, Criminal Law Article) states that any persons who unlawfully manufacture, distribute, dispense or possess a controlled dangerous substance may be subject to imprisonment up to 5 years and fines up to \$25,000. In 2014, the Maryland General Assembly passed Senate bill 364 which reclassified the use or possession of less than 10 grams of marijuana from a criminal to a civil offense, effective October 1, 2014. The civil offense subjects offenders to a fine of up to \$100 for a first offense, \$250 for a second offense and \$500 for a third or subsequent offense.

Students and employees of Salisbury University are subject to state laws for possessing, consuming and obtaining alcohol. It is illegal in the state of Maryland for any person under 21 to falsify or misrepresent his or her age to obtain alcohol or to possess alcoholic beverages with the intent to consume them. It is also illegal in most situations to furnish alcohol to a person under 21 or to obtain alcohol on behalf of a person under 21. The penalty is a fine of up to \$500 for a first offense and up to \$1,000 for repeat offenses. Under section TR16-113 of the Maryland Annotated Code, licensees under the age of 21 years are prohibited from driving or attempting to drive a

motor vehicle while having alcohol in the licensee's blood. Violation of this license restriction may result in a license suspension or revocation and/or a fine.

Alcohol and Other Drug Programs

The University provides an effective Alcohol and other Drug Education Program which is offered to students who violate both on and off-campus alcohol or other drug policies and laws. The Office of Student Conduct and Housing and Residence Life may refer students directly to the program as an outcome of an alcohol/other drug disciplinary hearing. Students may also be referred by Counseling Center staff after an assessment. Finally, students can also voluntarily elect to enroll in the program and may choose to do so for example, at the recommendation of their attorney after involvement in an alcohol/other drug violation. For more information, visit www.salisbury.edu/counseling/alcohol/.

In addition, the Office of New Student Experience co-sponsors large campus events with other campus offices that are mandatory for new students to attend at the beginning of their college experience, including Preview and New Student Orientation. Date rape, alcohol and other drugs, DUI, STD and pregnancy prevention are topics typically covered.

Students may also attend weekly "Cheers to You!" meetings. This is a discussion/support group addressing the issues and challenges of students working on drinking and/or drugging issues. Meetings are held every Thursday at 3:30 p.m. in HH066. The group is "drop in" so no pre-registration is needed. For confidential inquires, call Student Health Services at 410-543-6262. For more information about this program and other alcohol awareness programs, visit <http://www.salisbury.edu/wellness/Information/AlcoholAwareness.html>.

Campus and Community Resources

A variety of offices, such as Counseling Center and Student Health Services, provide clinical services to address alcohol and other drug use and abuse. Students interfacing with alcohol or other drug issues can be referred from any source (Student Health Services, campus judicial system, faculty, parent) or self-refer and receive an appointment to be informally assessed and obtain information regarding off-campus resources including: treatment programs, 12-step programs and individual counseling.

Campus

Student Counseling Services	410-543-6070
Student Health Services	410-543-6262
Cheers To You! (Support Group)	410-543-6262

Employee Assistance Program

State of Maryland EAP	410-767-1012
http://dbm.maryland.gov/employees/Pages/EAP.aspx	800-411-5123

Self Help Programs

Alcoholics Anonymous (www.aa.org/)	410-543-2266
Narcotics Anonymous (www.na.org/)	800-229-7244
Twelve Steps	410-749-9482
Al-Anon and Alateen (www.al-anon.alateen.org/)	410-742-2504
Salisbury Substance Abuse Community Center	410-749-9482