



UNIVERSITY OF MARYLAND  
GLOBAL CAMPUS

# **ALCOHOL AND OTHER DRUGS PREVENTION PROGRAM BIENNIAL REVIEW**

**Review Period:**

**January 1, 2023 - December 31, 2024**

## INTRODUCTION

In accordance with the *Drug-Free Schools and Communities Act* (DFSCA), Public Law 101-226, as articulated in the *Education Department General Administrative Regulations* (EDGAR) Part 86 – Drug and Alcohol Abuse Prevention, the University of Maryland Global Campus (“UMGC”) has prepared this biennial review of its Alcohol and Other Drugs Prevention Program (“AOD Prevention Program”) for the period of January 1, 2023 - December 31, 2024.

This report was created with information provided by UMGC stakeholders within departments responsible for the implementation of the AOD Prevention Program and any related policies.<sup>1</sup> The purpose of this review is to determine the effectiveness of and implement relevant changes to UMGC’s AOD Prevention Program and to ensure consistent enforcement of disciplinary sanctions for violations of applicable UMGC and/or University System of Maryland (“USM”) policies.

## ABOUT UMGC

UMGC is a public institution of higher education and an instrumentality of the State of Maryland as one of 12 degree-granting USM institutions. UMGC operates as Maryland’s open university, serving working adults, military service-members, their families, and veterans across the United States, and around the world.

UMGC provides education to students around the world in an affordable and accessible format by meeting students where they are academically and logistically, rather than drawing them to a central campus. Since launching its first online courses in the mid-1990s, UMGC has become one of the largest public providers of online education, offering more than more than 135 undergraduate and graduate degrees and certificates, most of which can be completed entirely online. UMGC currently offers online, classroom-based and hybrid courses (combining on-site meetings with online coursework and interactions) with online course enrollments significantly outnumbering onsite course enrollments. In FY24, UMGC had 362,076 worldwide course

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<sup>1</sup> The body of this report contains links to current policies (at the time of publication). The policies (current and previous versions) applicable during the reporting period (January 1, 2023 – December 31, 2024) can be found in the appendices to this report.

enrollments including 337,572 online course enrollment, 21,743 hybrid course enrollments, and 2,650 in-person course enrollments.<sup>2</sup>

UMGC is a complex and multi-faceted institution because of its size and distributed physical presence. UMGC's main headquarters and central administration, in Adelphi, Maryland, house its executive leadership. UMGC's overseas headquarters are located in Kaiserslautern, Germany and Tokyo, Japan. UMGC offers hybrid and on-site instruction in 12 states across the U.S. including Maryland, D.C., and Virginia. UMGC also offers courses and/or support services at locations, including U.S. military installations, in countries and territories around the world.

## Student Population & Experience

The UMGC student experience is different from that of a college student attending a traditional 4-year brick and mortar institution. Not only do a vast majority of UMGC students complete their program entirely online, the majority of UMGC students are working adults, many of whom are active-duty military. In FY24, UMGC had a total of 94,921 students—79,807 undergraduate students and 15,114 graduate students. Of those 94,921 students, more than 60,000 were active-duty military, reservist, dependent, or veteran students.<sup>3</sup> The average age of an UMGC undergraduate student in FY22 was 28.

Due to the primarily online nature of the UMGC student experience, drug and alcohol violations by the UMGC students has been and continues to be minimal. As such, UMGC's AOD Prevention Program is designed to address the unique student population. In addition to the resources provided through the AOD Prevention Program, many UMGC students have access to mental health and wellness resources through a military affiliation or employer.

Students receive the annual AOD Notice as part of the Annual Safety and Security Report. Students can access information on the University's drug and alcohol restrictions on the University's [Consumer Disclosures webpage](#), the [Safety and Security webpage](#), the [Code of Student Conduct](#), and in annual [UMGC catalogs](#). In addition, Student Affairs has implemented a Student Wellness Resources initiative that provides more student resources and engagement in services and

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<sup>2</sup> University of Maryland Global Campus Fact Book

<https://public.tableau.com/app/profile/umgc.ir/viz/UMUCFactbook/Introduction>

<sup>3</sup> University of Maryland Facts at a Glance

<https://www.umgc.edu/administration/policies-and-reporting/institutional-data/facts-at-a-glance>

support, training for student-facing staff and faculty, and partnerships with counseling services and online communities for more flexible, free, and confidential support for a variety of presenting issues.

## **AOD PREVENTION PROGRAM**

### **AOD Prevention Program Goals**

UMGC is committed to the health and well-being of the UMGc community and the maintenance of a drug and alcohol-free environment. The security of students, faculty, staff, and visitors is a top priority of the university. UMGc strives to minimize the risk that alcohol abuse and illegal drug use pose to the community.

To accomplish these goals, UMGc's AOD Prevention Program complies with all federal, state, and local statutes and regulations, and USM policies that regulate or prohibit the possession, use, or distribution of alcohol or illicit drugs. All UMGc students, faculty, and staff are prohibited from unlawfully possessing, using, manufacturing, distributing, or dispensing alcohol or any controlled substance on UMGc's premises or at UMGc-sponsored activities.<sup>4</sup> UMGc expects all faculty, staff, and students to comply with applicable laws, regulations, and policies pertaining to possession, use, manufacture, distribution, or dispensation of alcohol or controlled substances.

### **Disciplinary Sanctions - UMGc Students**

#### **Code of Student Conduct**

Students are subject to [UMGC Policy V-1.03 - Code of Student Conduct](#) (*Appendix A*) which expressly prohibits the unlawful use, possession, distribution, or possession for purposes of distribution of any controlled substance, illegal drug, or alcohol on UMGc or USM premises or at activities sponsored by UMGc or USM. Sanctions for violations of the Code of Student Conduct include but are not limited to: verbal or written reprimand, disciplinary probation, restitution, suspension in abeyance, suspension, or expulsion. Students found to be in violation of the Code of

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<sup>4</sup> UMGc's headquarters in Adelphi, Maryland leases space to Marriott International, Inc. ("Marriott") for the College Park Marriott Hotel & Conference Center. Marriott is obligated to comply with local, State and Federal liquor laws as it provides food and beverage, including alcohol, services on its premises.

Student Conduct for alcohol or drug-related offenses may also be referred to the appropriate law enforcement authorities for prosecution depending on the offense.

### **Reports of Sexual Misconduct**

UMGC prohibits the imposition of a student conduct action (except for a mandatory intervention for substance abuse) based on a violation of UMGC alcohol or drug policies for a student who reports an incidence of sexual assault to UMGC or law enforcement if: 1) the alcohol or drug violation occurred during or near the time of the alleged sexual misconduct; 2) the student made the report of sexual misconduct or is participating in an investigation as a witness in good faith; and 3) the drug or alcohol violation was not an act that was reasonably likely to place the health or safety of another individual at risk. See Md. Code Ann., Educ. § 11-601; [USM Policy IV-1.60 – Policy on Sex Discrimination](#); and [UMGC Policy 041.00 – Sexual Misconduct](#) (*Appendix B*).

## **Disciplinary Sanctions - UMGC Employees**

### **Alcohol and Drug Policies**

All employees of the State of Maryland are subject to [State of Maryland Substance Abuse Policy](#) (“State Policy”) (*Appendix C*). As a condition of employment at UMGC, faculty and staff must abide by the terms of the State Policy including, but not limited to, the requirement to notify UMGC within five (5) business days of a finding of guilty, an acceptance of a plea of nolo contendere, or a probation before judgment for an alcohol driving offense or controlled dangerous substance offense. Newly hired UMGC employees are provided a copy of the State Policy and sign an acknowledgment of receipt and understanding as a requirement of their new hire orientation. By signing the acknowledgment of receipt, employees are acknowledge that UMGC is mandated to communicate any employee drug conviction to the applicable federal agency. Signed acknowledgments are maintained in the employee’s personnel file.

UMGC and its employees are also subject to [UMGC Policy VII-1.10-GC – UMGC Policy on a Drug and Alcohol-Free Workplace for Staff and Faculty Employees](#) (See *Appendix D*). This Policy affirms UMGC’s commitment to maintaining a drug and alcohol-free workplace, defines prohibited behavior and required actions, and specifies steps for implementation. Possible violations of this policy will be referred to UMGC’s Chief Human Resources Officer (or designee) for investigation. When warranted, there is a determination of the appropriate discipline up to and including termination and a possible referral for criminal prosecution. This Policy also requires institutions

to designate certain positions as “sensitive,” which may be subject to random drug testing. UMGC has established and documented corresponding procedures to this policy. See [UMGC Procedures P-VII-1.10-GC: Procedures for UMGC Policy on a Drug and Alcohol-Free Workplace for Staff and Faculty Employees](#) (*Appendix E*).

UMGC employees are also subject to [UMGC Policy VI-8.00 – Policy on Alcoholic Beverages](#) (*Appendix F*) which details the rules governing the purchase of alcoholic beverages by UMGC. This policy prohibits the use of UMGC funds for the purchase of alcoholic beverages, except in the limited circumstances included therein.

### **UMGC Contractor Code of Ethics**

As a federal contractor, UMGC must maintain high ethical standards and comply with all applicable laws, rules, and regulations. As such, UMGC employees are subject to [UMGC Policy 090.00 – UMGC Contractor Code of Ethics](#) (*Appendix G*). The UMGC Contractor Code of Ethics outlines employee obligations, which include, but are not limited to, compliance with [USM’s Policy on a Drug and Alcohol-Free Workplace](#) and the Maryland Public Ethics Act. UMGC employees have a duty to report suspected violations of the UMGC Contractor Code of Ethics or other potentially unethical behavior to the Office of Legal Affairs ([legal-affairs@umgc.edu](mailto:legal-affairs@umgc.edu)). In addition, anonymous reports may be made to [USM’s Office of Internal Audit Fraud Hotline](#).

### **Sanctions**

An employee who is found to have violated any of the above mentioned policies, rules, regulations, or laws may be subject to disciplinary action including, but not limited to: counseling, reprimand, suspension, denial of pay increment or promotion, or termination of employment. Employees may also be referred to an appropriate rehabilitation program through the Employee Assistance Program (See *Resources for the UMGC Community* section for details). In addition, an employee may be referred to law enforcement.

## **Resources for the UMGC Community**

### **Student Wellness Resources**

UMGC prioritizes the student experience and student support. Mental health and wellness resources are available to UMGC students via newly designed [Student Wellness Resources](#)

webpage. The webpage provides a list of support resources including: crisis support, information regarding substance abuse and mental health services, links to community resources and programs, contact information for a 24/7 call center with certified counselors, and access to TogetherAll, an anonymous, no-cost, 24/7 peer-to-peer community support.

### **Student Resolution Services**

The Student Resolution Services Team was established in December 2024. This global team creates a universal pathway that allows student issues or conflicts to be documented, escalated, and resolved from anywhere in the University. Student Resolution Services may also serve as an intermediary between the involved parties and seeks to resolve complaints around financial issues, grading, transcripts, customer service, and more. The Student Resolution Services Team understands that some issues require further investigation and expertise. For those matters, they refer individuals to other UMGC resources (such as to the Title IX Coordinator, to the Fair Practices Unit, ADA Compliance, etc.) or to external resources when appropriate. They have also linked relevant University Policies and Procedures for more guidance on complaints related to student conduct or grievances not about a course, instructor, or grades. Finally, they also provide direct program and department contact information to assist students in resolution management. For more information, see the [Student Resolution Services](#) webpage.

### **Employee Assistance Program**

UMGC employees may also utilize the Employee Assistance Program (“EAP”), provided by ComPsych Guidance Resources. The EAP provides free short-term confidential counseling, which can help employees find solutions to problems ranging from family or workplace frustrations to alcohol or drug abuse. The service also provides legal and financial consultations and work life referral services. Online resources include 24-hour access to an extensive library of nationwide work life resources and interactive tools. Newly hired employees are provided information about the EAP during onboarding, receive periodic emails containing Employee Wellness resources, and have access to the details of the EAP on The Source - UMGC’s intranet.

### **Response Emergency Assessment Crisis Team (REACT)**

REACT at UMGC is dedicated to coordinating a proactive and planned approach to facilitate the early identification, prevention, assessment, and management of serious interpersonal distress and/or harmful, disruptive behavior that threatens the safety and well-being of UMGC’s students,

faculty, staff, and visitors. REACT will review behavioral incidents and ensure a systematic response to students, staff, faculty, and visitors whose behavior may be disruptive or harmful to themselves or the UMGC community. REACT strives to promote the health, safety and welfare of students and other members of the UMGC community. For more information, please see the [UMGC REACT web page](#).

### UMGC Safety and Security

UMGC's [Safety and Security Web Page](#) includes information on [Workplace Violence and Physical Confrontations](#), such as warning signs of violent behavior. Here, employees are informed that a potentially violent person may appear to be intoxicated or under the influence of drugs which can be a warning signs of upcoming threats to staff, students, or other individuals. Employees are expected to report signs of any violent or potentially violent behavior at the workplace to their supervisors and security. The Safety and Security Web Page also provides the following information to the UMGC community:

1. Emergency response procedures
2. Security awareness and crime prevention strategies
3. Response to medical emergencies and preventing the spread of germs
4. Security Alerts that provide a timely warning to the campus community of any potentially dangerous situation or criminal activity
5. Information on accessing UMGC's daily crime log
6. Emergency and public safety contact information for stateside and worldwide locations
7. Contact information for REACT

## **ANNUAL NOTIFICATION OF AOD PREVENTION PROGRAM**

By October 1 of each year, UMGC publishes its [Annual Safety and Security Report](#) ("ASR") on the UMGC website. The ASR includes UMGC's annual AOD notification (See 2023 and 2024 Annual Safety and Reports in *Appendix H*). The ASR is distributed via e-mail to all enrolled students, faculty, and staff, and is publicly available on the UMGC website. The e-mail contains a link to the report, as well as a summary of the report's contents, including the AOD notice.



The Annual Notification of the AOD Prevention Program incorporated into the ASR includes:

- Standards of conduct for students, faculty, and staff;
- Applicable UMGC, USM, and State of Maryland policies and potential disciplinary sanctions;
- Summary of Maryland, Federal, Military, German, and Japanese laws;
- Health Risks related to drug and alcohol use; and
- Resources for education, consultation, and counseling.

## **ALCOHOL AND DRUG RELATED INCIDENCES AND MEASURING ENFORCEMENT CONSISTENCY**

During the January 1, 2023 – December 31, 2024 review cycle, UMGC had no reported incidences of alcohol or drug related policy violations by students. As a primarily online institution serving working adults, most of our physical classroom locations located on military installations and UMGC students are not likely to be engaged in activities on UMGC premises or as part of UMGC-sponsored activities that involve alcohol and drug use.

During the January 1, 2023 – December 31, 2024 review cycle, UMGC had no reported incidences of alcohol or drug related policy violations by employees. As a primarily online institution serving working adults, most of our workforce is remote or a hybrid combination of remote and in-office.

Since there were no reported incidences of any alcohol or drug related policy violations in the January 1, 2023 – December 31, 2024 review cycle, there is no data to review for measuring enforcement consistency.

## **OVERALL EFFECTIVENESS**

UMGC maintains a public Consumer Disclosures and Policies webpage on which it posts information for prospective and current students, faculty and staff, and the public. As referenced above, UMGC's ASR is posted on this webpage. UMGC's ASR is published in compliance with the

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) and the Violence Against Women Act (VAWA). The ASR includes helpful information including but not limited to: crime prevention resources and strategies, emergency and public safety contact information, emergency response procedures, UMGC crime statistics, and prevention and support resources.

Human Resources and Admissions, in the onboarding processes, provide new hires and newly enrolled students with a copy of the Annual Notification of the AOD Prevention Program. UMGC is committed to the continued support and awareness to help maintain an alcohol and drug free campus and workplace.

As indicated above, UMGC had no reported violations of alcohol or drug related policies by students or employees during the current or prior review cycles. UMGC's mature and motivated student body and unique institutional footprint are significant factors in the success UMGC's AOD Prevention Program. In addition, the absence of reported violations of alcohol or drug related policies supports the conclusion that UMGC has succeeded in making the members of its community aware of prevention and awareness programs as well as the rules and sanctions regarding alcohol and drug use.

## **RECOMMENDATIONS FOR IMPROVEMENT**

UMGC strives to continuously improve community access to its resources and opportunities to improve students' academic careers. UMGC hopes to create a more centralized and accessible location for resources related to the AOD Prevention Program. As new wellness programs, partnerships, and other resources related to the AOD Prevention Program become available to, UMGC will ensure they are communicated to students and employees.

Due to UMGC's unique physical presence, UMGC includes applicable Maryland, Federal, Military, Japanese, and German law in the Annual Notification of the AOD Prevention Program within the ASR. This decision was made based on the location of the University's headquarters in Maryland, Germany, and Japan and the large presence on military installations around the world. UMGC hopes to conduct a comprehensive review of its physical presence around the world in order to improve the information provided to its community related to applicable legal sanctions.

At the close of the reporting period, the University stood up its new Student Resolutions Team. This team comprises Student Resolution Services, Student Conduct, REACT, and Academic Integrity and Accountability. There will likely be more centralized resources developed and made available to students in the coming reporting period, and there will also likely be policies and procedures developed to support the work of this new unit. In addition, the University continues to discuss the role of the Ombudsperson and other ways to support and engage with the internal community.

## CONCLUSION

Alcohol and drug abuse and the use of illicit drugs are antithetical to UMGC's mission and the realization of one's full potential as a member of the global community. UMGC is committed to creating and maintaining a safe and healthy learning and working environment that is free of alcohol and substance abuse.

## APPENDIX A

UMGC Policy V-1.03 - Code of Student Conduct

## UMGC Policy V-1.03\*

### Code of Student Conduct

Policy Category	Policy Owner	Version Effective Date	Review Cycle	Policy Contact
V. Student Affairs	SVP & Chief Student Affairs Officer	March 8, 2023	Annual	<a href="#">Student Affairs</a>

*\*formerly Policy 151.00*

#### I. Introduction

- A. In accordance with the [Board of Regents Policy V-1.00 Policy on Student Affairs](#), approved on January 11, 1990, disciplinary regulations are set forth in writing to give students general notice of prohibited conduct. UMGC reserves the right to take appropriate action to protect the safety and well-being of the UMGC community.
- B. To encourage the development and growth of a supportive and respectful academic environment for all students, faculty, and staff, UMGC has created the [Code of Civility](#).
- C. In every case of alleged Code of Conduct violation, the burden of proof rests with the complainant who must establish the responsibility of the person accused by a preponderance of the evidence. In cases where the complainant wishes to remain anonymous, the burden of proof rests with the Administrator. See Section VI. Standards of Due Process.
- D. Students may be accountable to both civil authorities and to UMGC for acts that constitute violations of law and of this Code of Conduct. Disciplinary action at UMGC will normally go forward pending criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

#### II. Definitions

When used in this code:

- A. "Distribution" means sale or exchange for personal profit.
- B. "Harassment" means speech or conduct that creates an intimidating, hostile or offensive environment, with the expression being persistent, extreme or outrageous and reasonably likely to cause intimidation. The mode of expression may be, but is not limited to, verbal, nonverbal, written or electronic. This definition of harassment is intended to include "bullying."
- C. "Reckless conduct" means conduct that one should reasonably be expected to know would create a substantial risk of harm to persons or property or that would

otherwise be likely to result in interference with normal UMGC- or USM-sponsored activities.

- D. "Student" means a person who has been admitted to UMGC and is eligible to register for courses as degree or non-degree seeking.
- E. "UMGC premises" means buildings, grounds, Web sites, or computer networks owned, leased, operated, controlled, or supervised by UMGC.
- F. "USM premises" means buildings, grounds, Web sites, or computer networks owned, leased, operated, controlled, or supervised by the University System of Maryland.
- G. "Weapon" means any object or substance designed or used to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, pellet guns, switchblade knives, knives, and chemicals such as mace products, pepper spray, or tear gas.
- H. "UMGC-sponsored activity" means any activity on or off UMGC premises that is initiated, aided, authorized, or supervised by UMGC.
- I. "USM-sponsored activity" means any activity on or off USM premises that is initiated, aided, authorized, or supervised by USM.
- J. "Conference" refers to a communication between two or more individuals by telephone, in writing (including but not limited to e-mail, fax, or posted letter), through videoconferencing, or in person.

### **III. Prohibited Conduct**

The following misconduct is subject to disciplinary action:

- A. All forms of academic dishonesty. Allegations of academic dishonesty will be handled in accordance with [UMGC Policy 150.25 Academic Integrity](#).
- B. The written or spoken use of words, epithets, or phrases that are widely recognized to be derogatory references to personal characteristics including, but not limited to, race, ethnicity, religion, gender, sexual orientation, and disability, when such words are used to create a hostile or intimidating environment for any person on UMGC or USM premises, or at UMGC- or USM- sponsored activities.
- C. Participation in any form of discrimination or harassment against UMGC faculty, staff and/or students on UMGC or USM premises, or at UMGC- or USM-sponsored activities. Allegations of harassment or discrimination on the basis of race, religion, color, creed, marital status, age, national origin, ancestry, political affiliation, mental or physical disability, or veteran status, may be processed in accordance with [UMGC Policy VI-1.00 Non-Discrimination and Anti-Harassment](#). Allegations of harassment or discrimination on the basis of gender or sex, including sexual harassment, will be referred to the Title IX Coordinator and processed, in accordance with [UMGC Policy](#)

**041.00 Sexual Misconduct.** Allegations of harassment and discrimination that do not fall into one of the above categories may be addressed through the Student Code of Conduct complaint process, initiated through the Student Resolution and Judicial Affairs.

- D. Intentional and substantial interference with the freedom of expression of others on UMGC or USM premises or at UMGC- or USM-sponsored activities.
- E. Intentional or reckless assault or harm caused to any person on UMGC- or USM-premises or at UMGC- or USM-sponsored activities, or intentional or reckless cause of reasonable apprehension of such harm.
- F. Intentional or reckless interference with normal USM or UMGC activities, or USM- or UMGC-sponsored activities, including, but not limited to, studying, teaching, research, administration, or fire, police, or emergency services.
- G. Intentional use of the UMGC or USM computing resources to upload any content that contains a software virus, time bomb, Trojan horse, or any other computer code, files, or programs that may alter, damage, or interrupt the functionality of the UMGC computing resources or the hardware or software of any other person.
- H. Intentional or reckless destruction of or damage to the property of others on UMGC or USM premises, or at UMGC- or USM-sponsored activities.
- I. Intentional initiation or instigation of initiation of any false report, warning, or threat of fire, explosion, or other emergency on UMGC or USM premises or at UMGC- or USM-sponsored activities.
- J. Intentional or reckless misuse of or damage to fire-safety equipment.
- K. Theft of property or of services on UMGC or USM premises, or at UMGC- or USM-sponsored activities; knowing possession of stolen property on UMGC or USM premises, or at UMGC- or USM-sponsored activities.
- L. Unlawful use, distribution, or possession of any controlled substance, illegal drug, or alcohol on UMGC or USM premises, or at UMGC- or USM-sponsored activities.
- M. Unauthorized use, possession, or storage of any weapon on UMGC or USM premises or at UMGC- or USM-sponsored activities.
- N. Intentional submission of false information to UMGC or USM.
- O. Failure to comply with the directions of UMGC or USM officials, including UMGC or USM security officers, or the University of Maryland Campus Police, acting in performance of their duties.
- P. Forgery, unauthorized alteration, or unauthorized use of any UMGC or USM document or instrument of identification.

- Q. Unauthorized use or possession of fireworks on UMGC or USM premises or at UMGC- or USM-sponsored activities.
- R. Knowing violation of the terms of any disciplinary sanction imposed in accordance with this Code.
- S. Violation of published UMGC or USM regulations or policies (e.g. Acceptable Use Policy).
- T. Conviction of any crime, other than a traffic violation, while actively enrolled as a UMGC Student that represents a substantial threat to persons and property affiliated with UMGC.
- U. Fraud, including any willful or deliberate act, expression, omission, or concealment with the intent of obtaining an unauthorized benefit by deception or other unethical means.

#### **IV. Reporting Alleged Violations**

- A. UMGC students, faculty, staff, or administrators may report a violation to the Administrator of the Code of Conduct process in Student Affairs within 15 days of knowing about, or reasonably should have known about, the alleged violation. Persons other than UMGC students, faculty, staff and administrators who believe Student (as defined in this policy) may have violated the Student Code of Conduct must contact the Administrator of the Student Code of Conduct Process. The Administrator may file a Code of Conduct charge(s) on behalf of external entities, in accordance with the process outlined below. All referrals will be treated as confidential. Persons seeking to make referrals to the Code of Student Conduct process are required to provide preliminary information pertinent to the case by completing the Student Code of Conduct Complaint Form. The complainant will normally be expected to provide additional information if requested to participate in a Hearing or Administrative Conference (referenced in Section VI). Alleged violations referred to the Code of Conduct Administrator will be reviewed to determine if there is enough information to refer the alleged violation for further review and consideration according to due process standards (referenced in Section VI).
- B. Any alleged violation of this Code of Conduct, other than a traffic violation, that also may violate a United States, Maryland, or local law should be immediately reported by UMGC administration to the proper authorities.

#### **V. Interim Suspension and Other Interim Measures**

- A. The Chief Student Affairs Officer or designee may suspend a student for an interim period pending a preliminary inquiry and investigation. An interim suspension will become immediately effective without prior notice, whenever there is evidence that the continued presence of the student on UMGC or USM premises poses a substantial threat to themselves, to others, or to the stability and continuance of normal USM- or UMGC-sponsored activity.



- B. The Chief Student Affairs Officer or designee may issue interim measures, including but not limited to, temporarily suspending or terminating access to the classroom or any UMGC Computing Resources and/or removing content that allegedly violates this Policy.
- C. A student issued an interim suspension or interim measures shall be given an opportunity to meet with or communicate in writing to the Chief Student Affairs Officer or designee within 10 business days from the effective date of the interim suspension or interim measures to discuss the following issues only:
  - 1. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student at UMGC or USM premises or having access to UMGC Computing Resources poses a substantial threat to themselves, to others, or to the stability and continuance of normal USM- or UMGC-sponsored activity.

## **VI. Procedure**

### **A. Initial Inquiry**

- 1. The Administrator for the Student Code of Conduct will review referred materials to determine if there is sufficient information to warrant further Code proceedings. The Administrator for the Code may dismiss a referral if it is discovered (1) the complainant has failed to comply with procedure; and/or (2) there exists no evidence or documentation to support the alleged violations; and/or (3) information provided is found to be fraudulent or misleading; (4) the complainant elects not to proceed with case; and/or (5) the alleged activity does not fall under Prohibited Conduct pursuant to this Code of Conduct. Note: The Administrator may elect to proceed with a Code Case, despite a withdrawal of involvement by the complainant, if it is deemed there is reasonable cause to proceed. The Administrator will proceed with the Student Code of Conduct process as outlined in section VI. in situations where there is potential harm or risk of safety to an individual and/or the community. A regional Administrator will be identified to manage the Code of Conduct Stateside, in Asia and in Europe.
- 2. The initial review period must not exceed 10 business days from the receipt of the initial complaint.
- 3. As a result of the initial inquiry, the Administrator may also elect to refer the involved parties to other University resources, including, but not limited to alternative dispute resolution options.
- 4. The complainant and the person accused will be notified in writing of the decision to move forward or to dismiss a Code referral within 10 business days of receipt of the initial referral.

### **B. Code Process Options**

The Administrator will determine the appropriate adjunction process based on the allegations made against the accused student. The matter will be handled by the Hearing Committee, as described in Section C, when the accused student is at risk of suspension or expulsion. All other matters will be handled in accordance with the Administrator Conference, as described in Section D below.

The Administrator will consult institutional files to determine if there exists relevant information within the accused's academic record, pertinent to the allegations. All material reviewed will be considered confidential and shared on a need to know basis. This information will not be shared with anyone on the Hearing Committee as this cannot be used in their determination.

To protect the confidentiality of all involved parties, generally, the Hearing Committee and Administrative Conferences shall be closed to the public and non-participants.

C. Hearing Committee

1. If the Code referral is not dismissed within 10 business days of the initial reporting, the Administrator will appoint a three-member ad hoc Hearing Committee. The appointment of the Hearing Committee must occur within 7 business days after the Administrator notified the complainant and the accused of the decision to move forward with the Code of Conduct. This committee will consist of three (3) members, including exempt staff, faculty members, and/or students. A Staff or Faculty member will be appointed to serve as chair of the committee. The Hearing Committee may confer with legal affairs during the preparation phase, during the Hearing, and after the Hearing concludes, as appropriate and necessary. The Administrator or designee(s) will instruct this Hearing Committee to review all materials deemed relevant to the Code matter.
2. The Hearing Committee will hold a Hearing within 10 business days of receiving the Code of Conduct violation from the Administrator in person, via teleconference, or electronic media as determined by the Hearing Committee. The Administrator or designee(s) will communicate with the person accused and the complainant and give them the opportunity to prepare any relevant evidence. The accused student may seek more information regarding the allegations made against him by submitting a written request and/or relevant questions to the Administrator.
3. At the Hearing, the person accused and the complainant will be entitled to present information. Any information that is presented at the Hearing must be presented to all parties and the Hearing Committee. The person accused or complainant may be accompanied by an individual acting in an advisory capacity, who may be an attorney, at his or her own expense. Such individuals may counsel the complainant or the accused during the course of a Hearing, but shall not personally participate or speak on

behalf of the complainant or the accused. Parties who wish to be accompanied by an attorney must inform the Administrator in writing at least 5 business days before the scheduled date of the proceeding. Those acting in an advisory capacity may not appear in lieu of the complainant or the persons accused.

4. After the Committee Hearing is complete, the Hearing Committee will deliberate and render a recommendation in writing to the Administrator. If the Administrator is serving as the Complainant, on behalf of the University, final Committee recommendation will be provided to an alternate member of the Office of Student Affairs. Final recommendations of the Hearing Committee shall be accompanied by a written opinion prepared by the chair of the Hearing Committee. Generally, if the Hearing Committee finds the allegation to be supported by a preponderance of the evidence, the Hearing Committee will recommend an appropriate sanction to the Administrator. The Administrator will review the recommendations, render a decision and issue a sanction, if appropriate (see Section VII Sanctions). Any previous record of violations of this Code may increase the sanction.
5. Within 10 business days of the conclusion of the Hearing, the Administrator or designee will notify the accused of the decision and sanction, if appropriate, in writing. A copy of the report and the final decision will be kept on file as a part of the accused's academic record.
6. In some circumstances, it may be necessary to notify the complainant of the decision made by the Hearing Committee. If necessary, the complainant will be notified within 7 business days of the decision.

D. Administrative Conference

1. If the Code referral is not dismissed within 10 business days of the initial reporting, the Administrator can choose to have an Administrative Conference with the student.
2. The Administrative Conference must be scheduled within 7 business days of receipt of the referral.
3. The Administrator will meet initially with the complainant, separate and apart from the accused. The Administrator will gather all relevant information from the complainant, including questions the complainant directs to the accused.
4. The Administrator will meet with the accused in a one on one conference to complete the Administrative Conference.
5. The Administrator reserves the right to remand the Code referral to a Hearing Committee, in the event of a conflict of interest and/or if deemed in the best interest of the process.

6. After the conclusion of the Administrative Conference, the Administrator shall render a decision as to whether or not there has been a violation of the Code of Student Conduct.
7. If the Administrator determines the Code has been violated, the Administrator will render the appropriate sanction at the same time it is deemed there has been a violation of the Code.
8. The Administrator will notify the accused of the decision and sanction, if appropriate, in writing within 10 days after the conclusion of the Administrative Conference. A copy of the report and the final decision will be kept on file as a part of the accused's academic record.
9. In some circumstances, it may be necessary to notify the complainant of the decision made by the Administrator. If necessary, the complainant will be notified within 7 business days of the decision.

E. Deadlines

1. All deadlines contained in this Policy may be extended for good cause upon written notice prior to the date the deadline expires.

F. Appeals

1. Within 15 business days of receipt of the written decision, the accused may appeal the decision in writing to the Chief Student Affairs Officer or designee.
2. The Chief Student Affairs Officer or designee shall review the information collected for the original preliminary Administrator's inquiry, the Hearing Committee report or Administrator's report, the final decision briefing, and all information relevant to the case. The Chief Student Affairs Officer or designee will render a decision and sanction, as appropriate, based on this evidence. The Chief Student Affairs Officer or designee may render one of the following decisions:
  - a. Affirm the finding and the sanction imposed by the Hearing Committee or Administrative Conference.
  - b. Affirm the finding and reduce, but not eliminate, the sanction or impose a different sanction, if found to be disproportionate to the offense.
  - c. Remand the case back to the Hearing Committee or the Administrator, if procedural errors or errors in interpretation of University regulations were substantial, and/or if new and significant evidence became available which could not have been discovered by a properly diligent person accused before or during the original Hearing or Inquiry.

- d. Dismiss the case.
- 3. The decision of the Chief Student Affairs Officer or designee is final and is not appealable.
- 4. The Chief Student Affairs Officer or designee will render the final decision, in writing, within 15 business days of the receiving the appeal. Copies of this final recommendation will be maintained as a part of the students' academic record.
- 5. In some circumstances, it may be necessary to notify the complainant of the decision made by the Chief Student Affairs Officer or designee. If necessary, the complainant will be notified within 7 business days of the decision.

## **VII. Sanctions**

Sanctions for violations of disciplinary regulations include, but are not limited to:

- A. Verbal or Written Reprimand: The student is advised that such behavior is contrary to the principles and expectations of UMGC students; students are further advised that similar behavior in the future could result in new charges brought under the Student Code of Conduct pursuant to the process described in Sections I – VI.
- B. Disciplinary probation: The student shall not represent UMGC in any extracurricular activity or run for or hold office in any student group or organization for a specified period of time. The student may also be subject to restricted and/or reduced participation in UMGC and/or USM sponsored events, activities and/or services. Additional restrictions or conditions may also be imposed.
- C. Restitution: The student is required to make payment to UMGC or to other persons, groups, or organizations for damages incurred as a result of a violation of this Code.
- D. Suspension in Abeyance: The student shall receive a sanction that will temporarily separate them from all UMGC and USM sponsored activities, events, and/or services. The sanction, however, is held in abeyance until the expiration of the sanction period or if the accused is found responsible for continuing the behavior and/or circumstance that was found to have violated the Code of Conduct. In the event the accused is found to have continued the behavior or circumstance for which he or she was found responsible for violating the Code of Student Conduct, the suspension period shall become effective immediately.
- E. Suspension: The student is temporarily separated from UMGC for a specified period of time. Permanent notification will appear on the student's transcript. The student shall not participate in any UMGC or USM sponsored activity and may be barred from UMGC premises. Suspended time will not count against any time limits for graduate students in the completion of a degree. Credit earned elsewhere during the period of suspension are subject to review and acceptance prior to transfer.

- F. Expulsion: The student is permanently separated from UMGC. Permanent notification will appear on the student's transcript. The student will also be barred from UMGC premises. (Expulsion requires approval by the Chief Student Affairs Officer or designee.)
- G. Other sanctions: Other sanctions may be imposed instead of or in addition to those specified in this Section.

#### **VIII. Disciplinary Files and Records**

- A. The reporting of any violation of this Code will result in the development of a student's disciplinary file, which shall be nullified if the student is found not responsible for the charges. The records of students found responsible for violating the Code of Conduct will be retained as permanent disciplinary records.
- B. Disciplinary records may be expunged from the student's disciplinary file by the Chief Student Affairs Officer or designee for good cause, upon written petition of student accused, three years from the date of the final written decision. Disciplinary records shall not be expunged without unusual and compelling justification. Factors to be considered in review of such petitions shall include:
  - 1. The present demeanor of the person accused.
  - 2. The conduct of the person accused subsequent to the violation.
- C. The nature of the violation and the severity of any damage, injury, or harm resulting from it. The Chief Student Affairs Officer or designee will respond, in writing, within 15 business days of the receipt of the petition. The decision of the Chief Student Affairs Officer is final. Copies of the petition and decision letter will be kept in the central records file in the Office of the Chief Student Affairs Officer.

*\*Replacement for: UMGC Policy 151.00 Code of Student Conduct*

## APPENDIX B

UMGC Policy 041.00 - Sexual Misconduct

## **Policy 041.00 Sexual Misconduct**

**Originator:** Title IX Coordinator

### **I. Policy Statement**

The University of Maryland Global Campus ("UMGC") is committed to providing a working and learning environment free from Sexual Misconduct. Sexual Misconduct is a form of sex-based discrimination that is prohibited by state and federal laws, including Title IX of the Education Amendments of 1972 (Title IX) and Title VII of the Civil Rights Act of 1964 (Title VII). Certain behavior under this Policy may also constitute criminal activity. UMGC prohibits and has zero-tolerance for Sexual Misconduct in any form, including, sexual harassment, sexual violence, dating violence, domestic violence, sexual exploitation, sexual intimidation, and sexual coercion. Once UMGC receives Actual Notice of potential Sexual Misconduct, UMGC will take immediate and appropriate action to eliminate it, prevent its recurrence, and address its discriminatory effects.

The Title IX Coordinator is responsible for coordinating the UMGC's efforts to comply with and carry out its responsibilities under Title IX, Title VII, state laws and this Policy. The Title IX Coordinator may have a legal obligation to report a crime to local law enforcement. UMGC's Title IX Coordinator is:

Steven Alfred

Title IX Coordinator

**E-mail:** [titleixcoordinator@umgc.edu](mailto:titleixcoordinator@umgc.edu)

**Office:** [800-888-8682](tel:800-888-8682), ext. 17930

**Cell:** [301-887-7295](tel:301-887-7295)

#### **UMGC Headquarters**

3501 University Blvd, East

Office of Diversity and Equity, 2316

Adelphi, MD 20783

The Office of Diversity and Equity (ODE) is responsible for overseeing UMGC's training and educational programs related to Sexual Misconduct. To learn more about various resources, on-going training initiatives, and education programs for students, faculty and staff; please contact ODE via email at [diversity@umgc.edu](mailto:diversity@umgc.edu) or by telephone at [301-985-7940](tel:301-985-7940).

All persons involved in responding to, investigating, or adjudicating Sexual Misconduct reports, or who are involved in the Sexual Misconduct complaint investigation and resolution processes, will participate in annual training that includes information about intake, investigation and adjudication of Sexual Misconduct complaints under UMGC's policy and procedures.

Inquiries concerning the application of this Policy may be referred to the Title IX Coordinator. Nothing in this policy is intended to supersede or conflict with any federal compliance requirements. *This Policy supersedes any conflicting policy and procedures contained in:*

*UMGC Policy 040.30 – Affirmative Action, Equal Opportunity, and Sexual Harassment.*

*UMGC Policy 151.00 – Code of Student Conduct with respect to sexual misconduct matters. UMGC Employee Grievance Process with respect to sexual misconduct matters.*

*UMGC Overseas Employee Grievance Process with respect to sexual misconduct matters.*

*UMGC Faculty Grievance Process with respect to sexual misconduct matters.*



## II. Applicability of Policy

UMGC has jurisdiction over Title IX and other Sexual Misconduct complaints made in connection with its programs and activities, and this Policy applies to all members of the UMGc community, which includes students, faculty, and staff. It also applies to contractors and other third parties within UMGc's jurisdiction. UMGc's jurisdiction applies to Sexual Misconduct that occurs in any UMGc education program or activity that:

- takes place on UMGc premises, in any UMGc facility, or on UMGc property, whether stateside or overseas;
- takes place at any UMGc sponsored, recognized, or approved program, visit, or activity;
- impedes equal access to any UMGc education program or activity or that adversely impacts the education or employment of a member of the UMGc community; or
- otherwise threatens the health and/or safety of a member of the UMGc community.

Nothing in this Policy is intended to supersede or conflict with any federal compliance obligations. As UMGc strives to prevent and redress sex discrimination, it will continue to respect academic freedom and the free speech rights of students, faculty, employees, and other speakers. This Policy is not intended to restrict the exercise of any expressive activities or speech protected under the U.S. Constitution, specifically, classroom discourse or materials pertaining to sex or gender-based, course-related content.

## III. Definitions

For purposes of this Policy, the following definitions apply:

- A. **"Actual knowledge"** means notice to UMGc's Title IX Coordinator or any official of a UMGc institution who has authority to institute corrective measures on behalf of UMGc.
- B. **"Advisor"** means a person chosen by the Complainant or Respondent to provide advice and consultation to a party. An Advisor is a non-participant who may be an attorney or another individual. An Advisor cannot be a witness or provide evidence in a case. An Advisor shall not be an active participant or speak on behalf of the parties except an Advisor shall be permitted to cross-examine parties and witnesses in the event a live adjudicative hearing is scheduled.
- C. **"Complainant"** refers to the individual who files a Sexual Misconduct complaint, alleging a violation of this Policy.
- D. **"Confidential"** means that information shared by an individual to the person UMGc has designated to receive confidential information cannot be revealed to any other individual without the express permission of the individual, except in limited circumstances.
- E. **"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 if 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.

- F. **"Formal Complaint"** means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Misconduct against a Respondent and requesting that UMGC investigate the allegation.
- G. **"Incapacitated"** means to be unable to give Consent to sexual contact. States of Incapacitation include sleep, unconsciousness, intermittent consciousness, or any other state where the individual is unaware that sexual contact is occurring. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to Consent to sexual contact. Alcohol or drug use is one of the prime causes of Incapacitation. Where alcohol or drug use is involved, Incapacitation is a state beyond intoxication, impairment in judgment, or "drunkenness." Because the impact of alcohol or other drugs varies from person to person, evaluating whether an individual is Incapacitated, and therefore unable to give Consent, requires an assessment of whether the consumption of alcohol or other drugs has rendered the individual physically helpless or substantially incapable of:
  - 1. making decisions about the potential consequences of sexual contact;
  - 2. appraising the nature of one's own conduct;
  - 3. communicating Consent to sexual contact; or
  - 4. communicating unwillingness to engage in sexual contact.
- H. **"Official With Authority"** refers to the Title IX Coordinator or any official of UMGC who has the authority to institute corrective measures in response a report of Sexual Misconduct. A report to an Official with Authority confers Actual Knowledge to UMGC.
- I. **"Privacy"** means that information related to a report of misconduct will only be shared with individuals who "need to know" to assist in the active review, investigation, or resolution of a sexual misconduct allegation.
- J. **"Responsible Employee"** refers to any UMGC staff with managerial authority or faculty member, which this Policy has designated as a person who is obligated to report Sexual Misconduct to the Title IX Coordinator. A report to a Responsible Employee alone does not confer Actual Knowledge to UMGC.
- K. **"Respondent"** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- L. **"Retaliation"** means intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or UMGC policy relating to Sexual Harassment, or because an individual has made a report or complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing related to Sexual Harassment. Retaliation includes retaliatory harassment.
- M. **"Supportive Measures"** are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of

all parties or the institution's educational environment, or deter Sexual Misconduct. Supportive Measures may include referral to counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the UMGC locations, and other similar measures.

- N. **"Title IX Coordinator"** refers to the individual designated by the President of the UMGC to: 1) oversee UMGC's response to Sexual Misconduct reports and complaints; 2) identify and address any patterns or systemic problems revealed by such reports and complaints; 3) coordinate Sexual Misconduct investigations; 4) oversee, review content, and, in collaboration with other UMGC offices, conduct training for students, faculty, and staff on Sexual Misconduct issues; 5) ensure that appropriate policies and procedures are in place for responding to complaints of Sexual Misconduct against faculty, staff, and students; and 6) work with local law enforcement to ensure coordinated responses to Sexual Misconduct cases.

#### IV. **Prohibited Conduct**

- A. **"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.
- B. **"Domestic Violence"** includes felony or misdemeanor crimes of 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.
- C. **"Sex Offenses"** are any sexual act including Rape, Sodomy, Sexual Assault With An Object, or Fondling directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent; also unlawful sexual intercourse.
- D. **"Sexual Assault"** means an offense classified as a sex offense in the uniform crime reporting system of the Federal Bureau of Investigation. Sex offenses are any sexual act including Rape, Sodomy, Sexual Assault with An Object, or Fondling directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent; also, unlawful sexual intercourse.
1. **Rape**— (Except Statutory Rape) The carnal knowledge of a 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.
  2. **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.

3. **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.
  4. **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.
  5. **Incest**—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- E. **"Sexual Coercion"** means the use of unreasonable pressure in an effort to compel another individual to initiate or continue sexual activity against the individual's will. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether to engage in sexual activity. Coercion includes but is not limited to intimidation, manipulation, threats of emotional or physical harm, and blackmail. Examples of coercion include threatening to disclose another individual's private sexual information or threatening to harm oneself if the other party does not engage in the sexual activity. Sexual Coercion that is not Sexual Harassment is Sexual Harassment.
- F. **"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 Exploitation that is not Sexual Harassment is Sexual Harassment.
- G. **"Sexual Harassment"** under Title IX means conduct on the basis of sex that satisfies one or more of the following:
1. Conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct.
  2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to UMGC's education programs or activities; or
  3. Sexual Assault, Dating Violence, Domestic Violence, or Stalking.
- H. **"Sexual Harassment"** under Title VII means conduct on the basis of sex that satisfies one or more of the following:
1. Conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct.
  2. Unwelcome conduct determined by a reasonable person to be sufficiently severe or pervasive that it effectively denies a person equal access to UMGC's education programs or activities

- I. **"Sexual Intimidation"** means threatening behavior of a sexual nature directed at another person, such as threatening to sexually assault another person or engaging in indecent exposure.
- J. **"Sexual Misconduct"** is an umbrella term that encompasses Dating Violence, Domestic Violence, Sexual Violence, Sexual Harassment, Sexual Assault, Sexual Coercion, Sexual Exploitation, Sexual Intimidation, Relationship Violence, and Stalking. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by any person, regardless of gender identity, and can occur between people of the same or different sex, sexual orientation, or gender expression.
- K. **"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.
- L. **"Statutory Rape"** is nonforcible sexual intercourse with a person who is under the statutory age of consent.

Knowingly making false statements or knowingly submitting false information during the investigative and adjudicative process is expressly prohibited.

#### V. **Reporting Sexual Misconduct**

When provided with Actual Knowledge of Sexual Misconduct in its education programs or activities, UMGC will respond promptly in a manner that is not deliberately indifferent, to correct and remediate the misconduct. A response is "deliberately indifferent" if it is clearly unreasonable considering the known circumstances.

- A. **Obligations of a Responsible Employee.** A Responsible Employee (see Definitions) must promptly notify the Title IX Coordinator of any report of Sexual Misconduct brought to their attention. The Title IX Coordinator will work collaboratively with the reporting entity, making every effort to operate with discretion and maintain the privacy of the individuals involved. The failure of a Responsible Employee to promptly notify the Title IX Coordinator or any other Official With Authority of any report of Sexual Misconduct brought to their attention may be subject to disciplinary action including termination.
- B. **Prompt reporting is encouraged.** Persons are encouraged to report Sexual Misconduct promptly to maximize UMGC's ability to obtain evidence, identify potential witnesses, and conduct a thorough, prompt, and impartial investigation. While there are no time limits to report Sexual Misconduct to UMGC, if too much time has passed since the incident occurred, the delay may result in loss of relevant evidence and witness testimony, impairing the ability to respond and take appropriate action.
- C. A report of Sexual Misconduct reported to the Title IX Coordinator or any UMGC staff member who has authority to institute corrective measures on behalf of the UMGC confers Actual Knowledge of the reported incident to UMGC. UMGC will take immediate and appropriate action, in accordance with this Policy and the Sexual Misconduct Investigative and Adjudicative Procedures, to investigate, eliminate the potential Sexual Misconduct, prevent its recurrence, and address its effects. This obligation applies to Sexual Misconduct covered by this Policy that occurred while participating at a UMGC program or activity or at a UMGC location. UMGC will follow its Investigative and Adjudicative Procedures, which will be fair, impartial and allow for

parties to call witnesses, etc. UMGC's Investigative and Adjudicative Procedures will be followed regardless of whether a parallel law enforcement investigation is pending.

- D. A report may be submitted to the Title IX Coordinator or any UMGC staff member who has authority to institute corrective measures either verbally or in writing by telephone, email, text message or any other form of communication reasonably calculated to provide notice of the report to the Title IX Coordinator or any UMGC staff member who has authority to institute corrective measures.
- E. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in a UMGC educational program or activity. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail or by e-mail, or any additional method designated by UMGC.
- F. UMGC will respond immediately to all reports of Sexual Misconduct and take appropriate action in accordance with UMGC's Sexual Misconduct Complaint Procedures (see Appendix B). If UMGC determines that Sexual Misconduct has occurred, it will take prompt and effective steps to eliminate the Sexual Misconduct, prevent its recurrence, and address its effects.
- G. UMGC strives to take appropriate action, including investigation and resolution of complaints, within sixty (60) business days from when the complaint was filed. The time frames set forth in this policy may be extended for good cause, with written notice to both parties of the delay and the reason for the delay. Exceptions to this timeframe may vary depending on the complexity of the investigation, access to relevant parties, and the severity and extent of the misconduct.
- H. **Reporting to a Staff Member Who Has Authority to Institute Corrective Measures**
  - 1. A Staff member who has authority to institute corrective measures on behalf of UMGC must report to the Title IX Coordinator all relevant details about alleged Sexual Misconduct that is shared by the reporting party. Once the Staff member who has authority to institute corrective measures on behalf of UMGC receives information of potential Sexual Misconduct or has reason to know of an of potential Sexual Misconduct, UMGC will respond and perform further inquiry. Failure by the Title IX Coordinator or a member of UMGC who has authority to institute corrective measures on behalf of UMGC to take immediate and appropriate action to act upon a reported incident of Sexual Misconduct, prevent its recurrence, and address its discriminatory effects may be subject to disciplinary action including termination.
  - 2. A Staff member who has authority to institute corrective measures on behalf of UMGC includes the following: the Title IX Coordinator, the President's Chief of Staff, Vice President of Human Resources, any member of the Employee Relations or any Human Resources Business Partner who has responsibility for addressing personnel matters, the Chief Academic Officer and the Student Code of Conduct Administrator.

## VI. Confidentiality

UMGC recognizes that Sexual Misconduct is a sensitive issue for all parties involved and is committed to operating with discretion, and maintaining the privacy of individuals to the greatest extent possible under applicable law

An individual who has been subjected to Sexual Misconduct is not required to participate in any investigation or adjudicative proceeding. However, UMGC will endeavor to provide supportive services. Except as permitted by FERPA, required by law, or necessary to carry out the purpose of this Policy,

UMGC will maintain as confidential any Supportive Measures provided to the parties, to the extent that maintaining confidentiality would not impair the ability to provide measures. Measures designed to ensure confidentiality will not restrict the ability of either party to discuss allegations or gather and present relevant evidence.

#### **VII. Amnesty for Students Who Report Sexual Misconduct**

UMGC prohibits student conduct action (except for a mandatory intervention for substance abuse) for a violation of alcohol or drug use policies by a student who reports Sexual Misconduct to UMGc or law enforcement or participates in a Sexual Misconduct matter as a witness, if UMGc determines that:

- the violation occurred during or near the time of the alleged Sexual Misconduct.
- the student made the report of Sexual Misconduct or is participating in an investigation as a witness in good faith.
- the violation was not an act that was reasonably likely to place the health or safety of another individual at risk.

This provision is not applicable to UMGc Staff or Faculty.


#### **VIII. Supportive Measures**

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, without fee or charge any party or witness in a Title IX matter. To afford a safe and secure environment, either party can also request Supportive measures from the Title IX Coordinator at any time during the investigatory and adjudicatory process, and thereafter. The Title IX Coordinator will determine which measures are available and appropriate on a case-by-case basis.

Supportive measures may include, but are not limited to:

- Academic accommodations: expedited review of exception requests for retroactive withdrawals; assistance in arranging withdrawals
- Employment Accommodations: temporary reassignment to other work duties and/or responsibilities or another work location
- Escort Services

The parties will also be informed about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available at UMGc or in the community.

UMGC strongly encourages individuals who have experienced Sexual Misconduct to seek assistance from one or more of the many external reporting resources, each which provides a range of support services and varying degrees of confidentiality. These resources include, but are not limited to, the National Sexual Assault Hotline, health and counseling services and centers, legal services, and law enforcement. (See [Appendix A](#)  for contact information or contact UMGc's Title IX Coordinator for information).

While these External resources may provide support services, contacting these External resources does not constitute notice to UMGC and will not cause UMGC to take steps to provide protective measures or trigger an investigation.

Individuals subjected Sexual Misconduct or others are strongly encouraged to contact UMGC's Confidential Employee for assistance in contacting External Support Services and Resources.

IX. **Interim Supportive Measures:** Reports of Sexual Misconduct in violation of this Policy may require immediate protective measures to protect the safety and well-being of the parties and/or UMGC community pending the outcome of the final investigative and adjudicative processes. Interim Supportive measures may include the following:

- No Contact Order. A no contact order is an official UMGC directive that serves as notice to an individual that they must not have verbal, electronic, written, or third-party communications with another individual.
- Academic accommodations, such as, assistance in transferring to another course, assistance in arranging for incompletes, expedited processing of Exception Requests.
- Employment accommodations, such as, temporary re-assignment, if appropriate, to other work duties and responsibilities, or other work locations, or other work groups/teams or alternative supervision/management.

X. **Complaint Procedures**

The standard of review for all complaints based on a violation of this policy is "preponderance of the evidence", which means that based on the totality of the evidence, it is more likely than not that the violation occurred.

If a member of UMGC community (student, faculty, or staff) is subjected to Sexual Misconduct by a third party not affiliated with UMGC on University premises or during University sponsored activities, the matter should be reported to the Title IX Coordinator. UMGC will take available and reasonable steps to address the Sexual Misconduct, prevent its recurrence, and address its effects at UMGC.

XI. **Rights of Complainants and Respondents**

All parties, including students, will be treated with dignity, respect, and sensitivity by UMGC officials during all phases of the process. The accompanying Procedures are designed to allow for a fair and impartial investigation, as well as prompt and equitable proceedings and resolutions that provide an opportunity for all parties to be heard.

All parties will be given timely written notice of:

- the reported violation, including the date, time, and location, if known, of the alleged violation, and the range of potential sanctions associated with the alleged violation;
- their rights and responsibilities under this Policy and Procedures and information regarding other civil and criminal options;
- the date, time, and location of each hearing, meeting, or interview that the party is required or permitted to attend;



- the final determination made by the adjudicating official or body regarding whether a policy violation occurred and the basis for the determination;
- any sanction imposed, as permitted by law; and
- the rights to appeal and a description of the appeal process.

Throughout the process, all parties will be entitled to participate in the investigation and adjudication of complaints. All parties will be provided with:

- Access to the case file and evidence regarding the incident obtained by the institution during the investigation or considered by the adjudicating official or body, with personally identifiable or other information redacted as required by applicable law;
- An opportunity to be heard through the process;
- An opportunity to submit evidence, witness lists, and suggest specific questions to be posed to the other party involved in the process;
- An opportunity to participate without being required to be in the physical presence of the other party;
- An opportunity to review and provide written responses to reports and proposed findings; and
- An opportunity to appeal a determination or sanction.

Any party may be accompanied to any hearing, meeting, or interview during the investigation and adjudication process by no more than two people, including one Support Person and one Advisor. A Support Person may provide emotional, logistical, or other assistance to the party. An Advisor, who may be an attorney, may consult privately with the party during meetings and interviews, except during questioning of the party at a hearing, and may assist with the party's exercise of their rights during the proceedings.

The accompanying Procedures will establish informal mechanisms for resolving complaints through Alternative Resolution. Alternative Resolution may be appropriate for resolving a complaint if:

- the alleged misconduct does not involve Sexual Assault or Sexual Coercion;
- all parties to the complaint and the Title IX Coordinator agree to the use of Alternative Resolution;
- either party has the opportunity to end the Alternative Resolution at any time in favor of a formal resolution proceeding; and
- the Title IX Coordinator or designee participates in the Alternative Resolution process.

## **XII. Legal Representation Fund for Title IX Proceedings (Students Only)**

Student Complainants and Student Respondents may elect to retain an attorney to serve as their Advisor, though assistance by an attorney is not required. The Maryland Higher Education Commission (MHEC) has developed resources to assist current and former students in retaining an attorney to serve

as an Advisor at no or low cost to the student. MHEC will provide a list of licensed attorneys who have indicated that they may represent students in Title IX proceedings on a pro bono basis or for reduced legal fees. A student's attorney may seek reimbursement of certain legal costs and fees from MHEC's Legal Representation Fund for Title IX Proceedings, subject to the availability of funding.

Student parties shall be provided notice of their right to assistance by an attorney as an Advisor at the beginning of the investigation and adjudication process, and shall be informed of the legal service organizations and referral services available to the student. Student parties may select and retain an attorney as an Advisor at any point before the conclusion of the process.

### **XIII. Retaliation**

Retaliation by a member of the UMGC Community against an individual who makes a complaint of Sexual Misconduct, participates in an investigation of a complaint, supports a complaint, or testifies concerning a complaint is expressly prohibited by this Policy. Any UMGC faculty, staff, or student who encounters retaliation is strongly encouraged to immediately report such conduct to the Title IX Coordinator. Any employee who is found to have retaliated is subject to disciplinary action, up to and including termination. Any student who is found to have retaliated is subject to disciplinary action up to and including expulsion. Individuals who believe they have experienced retaliation in violation of this policy should immediately report such conduct to the Title IX Coordinator.

### **XIV. Prevention and Awareness Education**

Education is an extremely important tool in eradicating sex discrimination, including sexual misconduct, from the UMGC workplace and educational programs. UMGC Community will receive educational information to increase awareness about sex discrimination.

UMGC employees including adjunct and collegiate faculty members will be required to participate in a 2-hour training on Sexual Harassment in compliance with Maryland Law.

### **XV. External Government Agencies That Address Complaints of Sexual Misconduct**

In addition to filing a complaint under this Policy and Procedures, members of the UMGC Community may contact external agencies. A person wishing to file a complaint with an external agency should contact the appropriate agency promptly to verify the time limits and deadlines for filing complaints.

Complaints that UMGC failed to comply with its obligations under Title IX in the state of Maryland should be directed to:

#### **Office for Civil Rights (OCR)**

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202

Phone: [1-800-421-3481](tel:1-800-421-3481) or [202-453-6100](tel:202-453-6100)

E-mail: [ocr@ed.gov](mailto:ocr@ed.gov)

Website: <https://www2.ed.gov/about/contacts/gen/index.html>

OCR Electronic Complaint Form: <https://ocrcas.ed.gov/welcome-to-the-ocr-complaint-assessment-system>

Employee Complaints involving Sexual Misconduct may also be filed with:

**Equal Employment Opportunity Commission (EEOC)**

City Crescent Building

10 S. Howard Street, Third Floor

Baltimore, MD 21201

Phone: [1-800-669-4000](tel:1-800-669-4000)

Fax: 410-962-4270

TTY: 1-800-669-6820

Website: <http://www.eeoc.gov/field/baltimore/index.cfm>

**Maryland Commission on Civil Rights (MCCR)**

William Donald Schaefer Tower

6 Saint Paul Street, Ninth Floor

Baltimore, MD 21202-1631

Phone: [410-767-8600](tel:410-767-8600)

Fax: 410-333-1841

TTY: 410-333-1737

<b>Original Policy Approval Date</b>	3/16/15
<b>Substantive Revision Dates</b>	10/11/16 8/14/20
<b>Technical Amendment Dates</b>	

## APPENDIX C

Executive Order 01.01.2023.16 State of Maryland Substance Abuse Policy



# The State of Maryland

## Executive Department

### EXECUTIVE ORDER

01.01.2023.16

(Rescinds Executive Order O1.01.1991.16)

#### State of Maryland Workplace Substance Abuse Policy

WHEREAS,

The Drug-Free Workplace Act of 1988 requires that any State that receives federal funds must establish a drug-free workplace, including a policy on the use of substances, employee drug awareness program, and procedures for employees to report their own convictions.

WHEREAS,

The State of Maryland is committed to making good faith efforts to ensure a safe, secure, and substance-free workplace for its employees consistent with the Drug-Free Workplace Act of 1988.

WHEREAS,

Substance abuse is a serious public health crisis that has had a detrimental effect on the lives of many Maryland residents and negative impacts on businesses and government.

WHEREAS,

Every Maryland employer, including the State of Maryland, experiences a loss in productivity due to substance abuse-related absenteeism, injuries on the job, and decreased work quality.

WHEREAS,

In higher risk occupations, employees with substance use problems may function below established standards, make impaired decisions, be less alert, and have harmful or dangerous effects on their co-workers or the public.

WHEREAS,

Voters in Maryland approved the legalization of adult-use cannabis through constitutional amendment and the General Assembly enacted legislation to enable this legalization.

WHEREAS,

Within the context of the legalization of adult-use cannabis, the State of Maryland reinforces its commitment to protect the health, safety, and welfare of its employees and the public, and ensure a substance-free work environment.

NOW, THEREFORE, I, WES MOORE, GOVERNOR OF THE STATE OF MARYLAND, BY VIRTUE OF THE AUTHORITY VESTED IN ME BY THE

CONSTITUTION AND LAWS OF MARYLAND, HEREBY RESCIND  
EXECUTIVE ORDER 01.01.1991.16 AND PROCLAIM THE  
FOLLOWING EXECUTIVE ORDER, EFFECTIVE IMMEDIATELY:

**A. Scope.** This policy applies to all individuals employed by the Executive Branch of the Maryland State Government.

**B. Definitions.** The following words have the meanings indicated:

- I. "Alcohol" means any form of ethanol, or any beverage or substance containing ethanol.
2. "Alcohol-Related Offense" means a crime that requires alcohol possession or consumption as an element of the offense.
3. "Cannabis" means the plant Cannabis Sativa L. and any part of the plant, including all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers, whether growing or not, with a delta-9-tetrahydrocannabinol concentration greater than 0.3% on a dry weight basis. Cannabis includes cannabis products but does not include hemp or hemp products as defined by § 14-101 of the Agriculture Article.
4. "Cannabis-Related Offense" means any crime that involves the use, sale, possession, distribution, dispensation, manufacture, or transfer of cannabis under Md. Code Ann., Crim. Law §§ 5-101 through 5-1101, excluding civil use offenses set forth in Crim. Law 5-601(c)(2)(ii).
5. "Controlled Dangerous Substance" means any substance, excluding cannabis, that is controlled under the Federal Controlled Substances Act, 21 U.S.C. § 801, *et seq.*, as amended, and/or the Maryland Controlled Dangerous Substances Act, Md. Code Ann., Crim. Law §§ 5-101 through 5-1101.
6. "Controlled Dangerous Substance Offense" means:
  - a. A controlled dangerous substance violation, under Md. Code Ann., Crim. Law §§ 5-101 through 5-1101.
  - b. An offense of the law of any other jurisdiction if the prohibited conduct would be a controlled dangerous substance violation if committed in this State;
  - c. Driving or attempting to drive while under the influence of a controlled dangerous substance under Md. Code Ann., Transp. § 21-902; or

- d. Operating or attempting to operate a vessel while impaired by a controlled dangerous substance under Md. Code Ann., Nat. Res. § 8-738.
7. "Conviction" means:
- a. A judgment of conviction, whether entered upon a finding of guilt or acceptance of a guilty plea or plea of nolo contendere, and the imposition of sentence; or
  - b. The staying of the entry of judgment and the placing of the defendant on probation after a finding of guilty or the acceptance of a plea of nolo contendere.
8. "Drug" means any controlled dangerous substance, non-prescription drug, or prescription drug, taken into the body, which may impair one's mental faculties and/or change one's mood and/or physical performance.
9. "Drug-Related Offenses" means:
- a. Crimes listed under the Maryland Controlled Dangerous Substances Act, Md. Code Ann., Crim. Law §§ 5-101 through 5-110 I.
  - b. Driving or attempting to drive while under the influence of drugs or drugs and alcohol under Md. Code Ann., Transp. § 21-902.
  - c. Operating or attempting to operate a vessel while under the influence of drugs or drugs and alcohol under Md. Code Ann., Nat. Res. § 8-738.
10. "Employee" means:
- a. A merit-protected (classified), at will (unclassified), contractual, key employee, or other employee or official in the Executive Branch;
  - b. A volunteer who provides a service to or for a unit in the Executive Branch; or
  - c. A member of a Board or Commission in the Executive Branch.
11. "Impaired" means reduced cognitive or physical ability that results from use of drugs, alcohol, cannabis, or controlled dangerous substances.

12. "Intoxicating Cannabinoid" means a product intended for human consumption or inhalation that contains more than 0.5 milligrams of tetrahydrocannabinol per serving.
13. "Medical Cannabis" means all parts of any plant of the genus cannabis, whether growing or not, including:
  - a. The seeds of the plant;
  - b. The resin extracted from any part of the plant; and
  - c. Any compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin including tetrahydrocannabinol and all other naturally produced cannabinoid derivatives, whether produced directly or indirectly by extraction.
  - d. Medical cannabis does not include:
    - i. Hemp, as defined in Md. Code Ann., Agric. § 14-101;
    - ii. Mature stalks of the plant or fiber produced from the mature stalks;
    - iii. Oil or cake made from the seeds of the plant;
    - iv. Any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks, fiber, oil, or cake; or
    - v. The sterilized seed of the plant that is incapable of germination.
14. "Non-Prescription Drug" means any over-the-counter drug that is available without a written prescription by an authorized medical professional.
15. "Prescription Drug" means a drug that may be dispensed only on the prescription of a health practitioner who is authorized by law to prescribe the drug.
16. "Safety-Sensitive Employee" means an employee who operates heavy machinery and includes, but are not limited to, an operator of a crane, winch, or top loader and a driver of hustler or forklift.
17. "Sensitive Employee" means an employee whose classification or position has been designated sensitive by the Secretary of Budget



and Management or the Secretary's designated representative, or the employee's appointing authority.

18. "Sensitive Classification" means a classification in which the Secretary of Budget and Management or the Secretary's designated representative has determined that any of the following conditions exists:

- a. An employee in the classification has a substantially significant degree of responsibility for the safety of others and there is a potential that impaired performance of the employee could result in death of or injury to the employee or others;
- b. An employee in the classification is required to carry a firearm;
- c. An employee in the classification is directly involved in efforts to interdict the flow of narcotics; or
- d. An employee in the classification is directly involved with narcotics law enforcement.

19. "Sensitive Position" means a position for which an appointing authority has determined that any of the conditions listed in Section 8(17) of this executive order exists, but which is not in a sensitive classification.

20. "Substance" means alcohol, drugs, or cannabis.

21. "Substance Abuse" means:

- a. The use of an illegal drug;
- b. The intentional misuse of any legal drug that results in workplace impairment and/or impaired job performance;
- c. The intentional use of any prescription drug in a manner inconsistent with its medically prescribed, intended use, or under circumstances where its use is not permitted;
- d. The use of alcohol where such use results in workplace impairment and/or impairs job performance;
- e. The use of cannabis where such use results in workplace impairment and/or impairs job performance; or

- f. The intentional and inappropriate use of any substance, legal or illegal, which impairs job performance.
- 22. "Workplace" means any place where an employee is performing work for the State of Maryland.
- 23. "Work Time" means time during which an employee:
  - a. Is on duty, whether at the employee's principal work site or at a remote location as part of the State's telecommuting program;
  - b. Participates in training activities as a job assignment;
  - c. Is on the employer's premises and is on call and waiting for work;
  - d. Is not on the employer's premises, but is on call and waiting for work, and the employee's personal activities are substantially restricted;
  - e. Is changing into and removing program-specified clothing and equipment necessary for the performance of the job;
  - f. Participates in activities that are job-related immediately before the beginning or immediately after the end of an assigned shift;
  - g. Travels to and from work after being recalled to work by the appointing authority or the appointing authority's designated representative after the employee has completed the standard workday;
  - h. Travels to and from work after being called to work by the appointing authority or the appointing authority's designated representative on the employee's scheduled day off if the employee works fewer than 8 hours as a result of being called on the employee's scheduled day off;
  - i. Travels between home and a work site other than the assigned office, in accordance with the Standard Travel Regulations,
  - J. Work time includes any other time defined as work time under the Fair Labor Standards Act, 29 U.S.C. §201 et seq., if applicable.

**C. General Policy.** The State of Maryland establishes the following Substance Abuse Policy for the Executive Branch of State Government:

- I. All employees in the workplace must be capable of performing their duties. An employee shall not report to work, or spend any work time, in an unfit condition to perform their duties.
2. Substance abuse by any employee is prohibited at all times.
3. Employees experiencing substance use problems are encouraged to seek assistance through:
  - a. Their employer;
  - b. Referral to the Employee Assistance Program ("EAP");
  - c. Self-referral to the MyMDCares program or similar state-sponsored assistance program; or
  - d. Self-referral to an alternative certified rehabilitation program.

**D. Alcohol & Cannabis Abuse Policy**

- I. **Alcohol & Cannabis.** An employee shall not report to work, or spend any work time, under the influence of alcohol, cannabis, or intoxicating cannabinoids. Any employee who reports to work, or spends any work time, with their mental or physical abilities impaired by alcohol or cannabis, is in violation of this policy and shall be subject to disciplinary action.
2. Employees may not consume alcohol or consume, smoke, or otherwise ingest cannabis or intoxicating cannabinoid on State property, at any worksite, or during work hours or while on work time. This conduct is also prohibited for employees on official business, whether on or off State Property.
3. The unlawful manufacture, distribution, dispensation, possession, or use of cannabis or intoxicating cannabinoids is prohibited on State property, at any worksite, or during work hours or while on work time.
4. Employees are prohibited from consuming alcohol and/or cannabis and/or being under the influence of alcohol, cannabis, or an intoxicating cannabinoid while operating State equipment, vehicles, or other property.

5. Employees are prohibited from committing alcohol or cannabis-related offenses or offenses relating to intoxicating cannabinoids.
6. Employees who plead guilty, accept a plea of nolo contendere, receive a probation before judgment, or are convicted of an alcohol or cannabis-related offense or an offense relating to intoxicating cannabinoids are in violation of this policy and must report the disposition of the case to their supervisor and/or appointing authority no later than five (5) workdays after the disposition.
7. **Medical Cannabis.** Employees who are registered and certified medical cannabis patients may not possess, consume, smoke, or otherwise ingest cannabis on State property, at any worksite or during work time.
8. Employees who are registered and certified medical cannabis patients are responsible for consulting the certifying provider to ascertain whether the medical cannabis will interfere with the safe performance of their job duties.
9. If the use of any medical cannabis could compromise an employee's performance or the safety of the employee, fellow employees, or the public, it is the employee's responsibility to notify their supervisor and/or appointing authority and use appropriate leave to avoid unsafe work practices.

**E. Drug Abuse Policy**

1. **Prescription & Over-The-Counter Drugs.** Prescription and over-the-counter drugs must be taken in standard dosage and/or according to a physician's prescription.
2. Employees who take prescribed or over-the-counter medications are responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication will interfere with the safe performance of their job duties.
3. If the use of any prescription or over-the counter drug could compromise an employee's performance or the safety of the employee, fellow employees, or the public, it is the employee's responsibility to notify their supervisor and/or appointing authority and use appropriate leave to avoid unsafe work practices.
4. An employee shall not report to work, or spend any work time, under the inappropriate influence of prescription or over-the-counter drugs. Any employee who reports to work, or spends any work time, with their mental or physical abilities inappropriately impaired by

prescription or over-the-counter drugs is in violation of this policy and shall be subject to disciplinary action.

5. **Controlled Dangerous Substances.** Any employee who reports to work, or spends any work time, with their mental or physical abilities impaired by a controlled dangerous substance is in violation of this policy and shall be subject to disciplinary action.
6. The unlawful manufacture, distribution, dispensation, possession, or use of controlled dangerous substances is prohibited on State property, at any worksite, or during work hours or while on work time.
7. Employees are prohibited from committing controlled dangerous substance offenses.
8. Employees who plead guilty, accept a plea of nolo contendere, receive a probation before judgment, or are convicted of a controlled dangerous substance offense, are in violation of this policy and must report the disposition of the case to their supervisor and/or appointing authority no later than five (5) workdays after the disposition.
9. **General Drug Abuse Policies.** Employees are prohibited from committing drug-related offenses.
10. Employees who plead guilty, accept a plea of nolo contendere, receive a probation before judgment, or are convicted of a drug-related offense, are in violation of this policy and must report the disposition of the case to their supervisor and/or appointing authority no later than five (5) workdays after the disposition.

**F. General Sanctions.** Any employee in violation of this Executive Order shall be subject to appropriate progressive disciplinary action up to and including termination.

**G. Specific Sanctions.**

- I. A sensitive or safety-sensitive employee shall be suspended for fifteen (15) days and required to successfully participate in an alcohol or cannabis treatment program designated by an EAP the first time the employee is:
  - a. Convicted of an at-the-workplace alcohol or cannabis-related offense; or
  - b. Found under the influence of alcohol or cannabis while at-the-workplace.

2. A sensitive or safety-sensitive employee convicted of an out-of-workplace alcohol or cannabis-related offense, and a non-sensitive or safety-sensitive employee convicted of any alcohol or cannabis-related offense shall:
  - a. On the first conviction be referred to an EAP and subject to any other appropriate disciplinary actions;
  - b. On the second conviction, at a minimum, be suspended for at least five (5) days, be referred to an EAP, be required to participate successfully in a treatment program, and be subject to any other appropriate disciplinary actions, up to and including termination;
  - c. On the third conviction, be terminated.
3. A sensitive or safety-sensitive employee convicted of any controlled dangerous substance offense shall be terminated.
4. A sensitive or safety-sensitive employee who tests positive for a controlled dangerous substance as a result of a random drug test shall be suspended for fifteen (15) workdays and be required to successfully participate in a drug treatment program designated by an EAP, as provided for by the appointing authority's drug testing protocol.
5. A sensitive or safety-sensitive employee who abuses a legally prescribed drug or an over-the-counter drug shall, on the first offense:
  - a. Be suspended for five (5) workdays; and
  - b. Be required to participate successfully in a drug treatment program designated by an EAP.

#### **H. Assistance & Treatment**

- I. An employee may request referral to the EAP for access to confidential professional assistance for substance use problems or may self-refer to the MyMDCares program or similar state-sponsored assistance program to receive confidential professional assistance.
2. Employees will not be terminated solely for requesting referral to the EAP or voluntarily obtaining other assistance and/or treatment for a substance use problem. The State of Maryland encourages any employee who needs such assistance and treatment to seek and obtain it. However, participation in a treatment or recovery program

will neither relieve employees from the requirement of satisfactory job performance, nor insulate them from termination or adverse personnel actions for failing to comply with any of the State's policies and procedures.

3. Substance abuse-related disciplinary actions, up to and including termination, may be, but do not have to be, held in abeyance pending an employee's completion of an assistance and treatment program. The option of holding a disciplinary action in abeyance is not an employee entitlement or right but is a privilege to be granted at the discretion of the appointing authority, in consultation with the Department of Budget and Management, or the individual responsible for Human Resources for the respective State agency under appropriate circumstances.

#### **I. Implementation.**

1. The Secretary of Budget & Management and the head of every other personnel system in the Executive Branch shall adopt such policies and regulations as are necessary or desirable for the implementation of this Executive Order.
2. All appointing authorities and supervisory employees are responsible for implementing, enforcing, and monitoring compliance with the requirements of this Executive Order.
3. 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.

#### **J. Enforcement**

1. If a supervisor or appointing authority observes any signs of possible substance abuse in any employee during working hours, this shall constitute reasonable grounds for an investigation.
2. If a non-supervisory employee observes any signs of possible substance abuse in any employee during working hours and reports it to a supervisor or appointing authority, this shall constitute reasonable grounds for an investigation.
3. A supervisor and/or appointing authority, on observing such signs or receiving a report, in consultation with the Department of Budget and Management, or the individual responsible for Human Resources for the respective State agency, should investigate by appropriate measures.

4. If the supervisory investigation supports a conclusion of substance abuse by the investigated employee(s), the supervisor and/or appointing authority shall consult the Department of Budget and Management, the individual responsible for Human Resources for the respective State agency, or the State Medical Director to determine the appropriate next steps, which may include testing.
5. When an appointing authority learns or based on observation or reliable information, suspects that an employee has committed an alcohol-related offense, cannabis-related offense, controlled dangerous substance offense, or other drug-related offense, the appointing authority shall refer the matter to the appropriate law enforcement authority for further investigation and prosecution.
6. All employees shall cooperate fully with law enforcement authorities in the investigation and prosecution of suspected criminal violations.

**K. Employee Education.** All appointing authorities shall educate and inform their employees about:

1. The dangers of drug and alcohol abuse in the workplace;
2. The State of Maryland's policy of maintaining a drug-free workplace;
3. Any drug and alcohol abuse counseling, rehabilitation, and EAP that is available; and
4. The penalties that may be imposed upon employees for violations of this Executive Order.

**L.** This policy does not constitute or create an express or implied contract. It is not intended to, and does not, create contractual obligations with respect to any matter it covers.

**M.** This Executive Order shall be implemented in a manner that is consistent with all applicable statutes and regulations. Nothing in this Executive Order shall operate to contravene any State or federal law or to affect the State's receipt of federal funding.

**N.** If a State entity is subject to a federal law or regulation that conflicts with this Executive Order, the federal law or regulation shall take precedence.

**O.** If any provision of this Executive Order or its application to any person, entity, or circumstance is held invalid by any court of competent jurisdiction, all other provisions or applications of the Executive Order



shall remain in effect to the extent possible without the invalid provision or application. To achieve this purpose, the provisions of this Executive Order are severable.

GIVEN Under My Hand and the Great Seal of the State of Maryland, in the City of Annapolis, this 8<sup>th</sup> Day of November 2023.



Wes Moore  
Governor

ATTEST:

Susan C. Lee  
Secretary of State

## APPENDIX D

UMGC Policy VII-1.10-GC – UMGC Policy on a Drug and Alcohol-Free Workplace for Staff and Faculty Employees

## **Policy VII-1.10-GC**

### **UMGC Policy on a Drug and Alcohol-Free Workplace for Staff and Faculty Employees**

*(Approved by USM BOR on April 21, 2017; UMGH President on July 1, 2017)*

#### **I. Purpose and Applicability**

This policy is intended to affirm the University of Maryland Global Campus (UMGC) commitment to maintain a safe and healthy drug and alcohol-free workplace for all employees, students and visitors, and to minimize the risk that illegal drugs and controlled substances pose to UMGC. This policy applies to Staff on Regular and Contingent Status, Faculty and Student employees. Nonexempt Staff employees who are included in the representation of the collective bargaining unit are subject to the Memorandum of Understanding (MOU) and applicable UMGC HR Policies; where there is a conflict between the two, the MOU will prevail.

To the extent that federal, state or military law or regulations and/or host nation laws for Overseas employees are more stringent than the requirements of this policy, the applicable federal, state or military law or regulations and/or host nation law shall apply.

#### **II. Prohibited Activities**

- A. UMGC is committed to maintaining a drug and alcohol-free workplace that is compliant with applicable federal and state laws. The following are prohibited activities under this policy on all premises owned, operated or controlled by UMGC:
  - 1. The unlawful possession, use, distribution, dispensation, sale or manufacture of illegal controlled substances by employees;
  - 2. The use by employees of any prescription drug in a manner inconsistent with its medically prescribed, intended use, or under circumstances where such use is not permitted;
  - 3. Reporting to work or working under the influence of drugs or alcohol by employees; and
  - 4. Hiring anyone who is known to currently abuse drugs or alcohol who is not actively engaged in a bona fide drug or alcohol abuse assistance or rehabilitation program.
- B. As a condition of UMGC employment, all employees must abide by the terms of this policy and are subject to drug and/or alcohol testing, upon a reasonable suspicion of violation of this policy, as set forth in the applicable procedures. Employees found to be in violation of this policy are engaged in serious misconduct and may be subject to appropriate disciplinary action according to the applicable procedures and/or required to participate in appropriate drug and/or alcohol abuse rehabilitation programs.

#### **III. Administration**

- A. Possible violations of the provisions of this policy shall be referred to the Chief Human Resources Officer (CHRO) or designee for investigation and when warranted,

determination of appropriate administrative/disciplinary action, up to and including termination and, if warranted, referral for criminal prosecution.

- B. Any disciplinary actions imposed shall be consistent with the nature of the violation, and may include, but are not limited to, counseling, reprimand, suspension, demotions, denial of pay increment, denial of promotion, unsatisfactory performance evaluation, reassignment, termination, and/or employee assistance program (EAP) referral to an appropriate rehabilitation program. UMGC may make successful completion of a rehabilitation program a condition of continued employment for the employee.
- C. Employees working on a federal grant or contract must notify their supervisor or Department head of any criminal drug convictions in the workplace no later than five (5) days after such conviction. Within 10 days of the reported conviction, UMGC must provide written notice to any federal sponsor of grants or contracts on which the convicted employee was working.
- D. The President or designee may designate certain positions as "sensitive" and shall notify employees of such designation and provisions of this policy.
  - 1. Sensitive Positions include:
    - a. Positions with significant degrees of responsibility for the safety of one or more persons where impaired performance could result in death or injury to the employee or one or more persons; and
    - b. Positions, as determined by the President or designee in writing, for which impairment may result in significant harm to public safety or security, or present a threat to the health or safety of UMGC students, employees or visitors.
  - 2. Violations of this policy by persons employed in Sensitive Positions shall constitute willful misconduct and shall be deemed grounds for immediate removal of the employee from the duties of the position, pending further investigation.
  - 3. Employees occupying Sensitive Positions may be required to participate in pre-employment and/or random drug testing. The CHRO or designee shall maintain a list of those eligible for such testing and develop procedures on pre-employment and random drug testing for Sensitive Positions. The appropriate Administrator shall notify individually each employee in a Sensitive Position of such designation and provisions of this policy.
- E. Overseas Employees
  - 1. Overseas employees working pursuant to Department of Defense (DOD) military contracts must notify the CHRO or designee of any criminal drug convictions in the workplace as soon as possible but no later than five (5) days after such conviction. Upon receiving such notification, the appropriate process shall be followed in accordance with the DOD contract.
  - 2. Violations of this policy by employees receiving Individual Logistical Support (ILS) and/or military base access required by a DOD military contract shall constitute willful misconduct and shall be deemed grounds for immediate removal of the employee from the duties of the position, pending further

investigation and in accordance with VII- 1.22-GC – UMGC Policy on Separation for Exempt and Overseas Staff Employees.

3. Violators of federal, state and/or host nation laws will be subject to any legal penalties and/or prosecution by the host nation law enforcement authorities, military authorities on base, and/or prosecution in the courts under federal or state law.

#### **IV. Notification and Review**

UMGC shall establish drug abuse awareness programs to promote the maintenance of a workplace free of alcohol and drug abuse and to inform employees about:

- A. The UMGC Drug and Alcohol-Free Workplace Policy and Procedures;
- B. The dangers of alcohol and drug abuse;
- C. Available counseling, rehabilitation, and employee assistance programs; and
- D. The consequences that may be imposed upon employees for violations of this policy.

#### **V. Implementation Procedures**

The UMGC President has designated the Chief Human Resources Officer (CHRO) to administer this policy; to develop procedures as necessary to implement this policy; to communicate this policy to the UMGC community; and to post the policy and any applicable procedures on the UMGC website.

Replacement for:

USM BOR VII-1.10: Policy on a Drug and Alcohol-Free Workplace for Employees

UMGC OS 3.00: Policy on Substance Abuse

## APPENDIX E

UMGC Procedures P-VII-1.10-GC: Procedures for UMGc Policy on a Drug and Alcohol-Free  
Workplace for Staff and Faculty Employees

## **Procedures P-VII-1.10-GC**

### **Procedures for UMGC Policy on a Drug and Alcohol-Free Workplace for Staff and Faculty Employees**

*(Approved by USM BOR on April 21, 2017; UMGC President on July 1, 2017)*

#### **I. Reporting Prohibited Activities for Stateside Employees**

- A. Employees with reasonable suspicion to believe that another employee engaged in prohibited activities pursuant to VII-1.10- GC – UMGC Policy on a Drug and Alcohol-Free Workplace for Staff and Faculty Employees should immediately notify their immediate supervisor, the supervisor of the other employee, or the Office of Human Resources, Employee Relations at [hrer@umgc.edu](mailto:hrer@umgc.edu).
- B. Supervisors with reasonable suspicion to believe that an Employee engaged in prohibited activities pursuant to VII-1.10- GC – UMGC Policy on a Drug and Alcohol-Free Workplace for Staff and Faculty Employees or supervisors who have been informed by their direct report of their reasonable suspicion that another employee has engaged in such prohibited activities, should immediately notify UMGC Office of Human Resources, Employee Relations (HRER), at [hrer@umgc.edu](mailto:hrer@umgc.edu). Once notified, the HRER, in consultation with the Office of Legal Affairs, will work with the responsible supervisor to determine whether drug and/or alcohol testing is warranted. The Office of Human Resources, Employee Relations, will advise the supervisor on the appropriate next steps.

#### **II. Drug and Alcohol Testing Administration For Stateside Employees**

- A. If drug and/or alcohol testing is approved by the Office of Human Resources, the steps set forth below shall be followed to the extent practicable. Deviation from a procedure and/or the order in which the procedures are set forth below shall not invalidate drug and alcohol test results nor affect enforcement of UMGC's Drug and Alcohol-Free Workplace Policy and implementation of these Procedures.
- B. Prior to drug and alcohol testing, the Employee must consent to or refuse such testing.
  - 1. The Employee shall be provided the Authorization for Examination or Treatment Form. Execution of the Form indicates the Employee's consent to drug and alcohol testing.
  - 2. The HRER, will provide the Authorization for Examination or Treatment Form, if executed by the Employee, to the testing center to the supervisor.
  - 3. The Office of Human Resources will provide the location of the testing facility to the supervisor and the employee.
  - 4. The employee's supervisor or the HRER Director designee, shall escort the employee to the testing facility by taxi service.
  - 5. Supervisors are prohibited from transporting an employee in his or her personal vehicle.
  - 6. If at any time prior to the conclusion of testing, an Employee revokes their consent to be tested, it will be treated as a refusal in accordance with the applicable Procedures. The Employee must sign and date an Acknowledgement of Refusal Form as appropriate, indicating his/her refusal. The supervisor shall document the Employee's action.
- C. Employee Refusal to Alcohol and Drug Testing

1. An Employee who refuses to submit to drug and alcohol testing must sign and date the Acknowledgement of Refusal Form as appropriate, indicating such refusal.
2. An Employee who refuses to sign the Form will not be tested.
3. Employees who refuse to be tested may be terminated.
4. If an Employee refuses to be tested, yet UMGC believes the Employee is impaired, UMGC shall assist the Employee with making transportation arrangements to his/her residence, including taxi service as necessary. If the employee refuses the supervisor's assistance in making transportation arrangements, the supervisor must immediately notify the Office of Human Resources, Employee Relations.
5. Employees are strongly discouraged from operating motor vehicles while impaired. If a supervisor observes an Employee for whom there is reasonable suspicion of having engaged in prohibited activities driving a motor vehicle, the supervisor should gather as much descriptive information as possible (e.g. direction of travel, make and model of vehicle, license plate number, etc.), and contact the local police and HRER immediately.
6. Supervisors shall not physically restrain an Employee from leaving the testing facility or work premises.

D. Administration

1. The supervisor or HRER Director, as appropriate, shall provide the testing facility with the Authorization for Examination or Treatment Form.
2. The Employee must sign a consent form provided by the testing facility.
3. The testing facility will collect the specimen from the Employee and initiate the medical review and chain of custody process.
4. At the conclusion of the test, the supervisor should inform the Employee that he or she will be placed on Administrative Time Off with pay pending the results of the test and shall assist with making arrangements for employee's transportation from the testing location to his/her residence. If the employee refuses the supervisor's assistance in making transportation arrangements, the supervisor must immediately notify HRER.
5. A supervisor is prohibited from transporting the employee.
6. The employee may return to the workplace with the supervisor by taxi service and wait at the workplace for his/her transportation.
7. Employees are strongly discouraged from operating motor vehicles while impaired. If a supervisor observes an Employee for whom there is reasonable suspicion of having engaged in prohibited activities driving a motor vehicle, the supervisor should gather as much descriptive information as possible (e.g. direction of travel, make and model of vehicle, license plate number, etc.), and contact the local police and HRER immediately.
8. If the employee leaves the testing facility or work premises prior to the arrangement of transportation or arrival of the arranged transportation, the supervisor shall document the employee's action and notify HRER immediately.



9. The testing facility's medical review Officer is responsible for deciding whether the test results are positive or negative. The HRER Director or designee will notify the Employee and the supervisor of the test results.
10. Employees who have tested positive or otherwise violated UMGC's Drug and Alcohol-Free Workplace Policy are subject to disciplinary action, up to and including termination.

**III. Reporting Prohibited Activities and Drug and Alcohol Testing Administration for Overseas Employees**

- A. Employees and/or supervisors with reasonable suspicion to believe that an employee engaged in prohibited activities pursuant to UMGC's Policy on a Drug and Alcohol-Free Workplace shall immediately notify the Office of Human Resources for the Employee's respective UMGC Division.
- B. Military base authorities may test Employees for suspected drug and/or alcohol violations, in accordance with their respective testing procedures and determine whether an Employee may remain onsite. Military base authorities will notify UMGC of an Employee's test result and of any determination to restrict an Employee's presence on, or access to, the military installation.
- C. Overseas employees who have tested positive or otherwise violated UMGC's Drug and Alcohol-Free Workplace Policy are subject to disciplinary action, up to and including termination.

## APPENDIX F

UMGC Policy VI-8.00 – Policy on Alcoholic Beverages

## UMGC Policy VI-8.00

### Policy on Alcoholic Beverages

Policy Category	Policy Owner	Version Effective Date	Review Cycle	Last Reviewed	Policy Contact
VI. Administration	SVP and Chief Operating Officer	Mar. 15, 2022	Every 5 years	Mar. 15, 2022	<a href="#">UMGC Comptroller</a>

#### I. Purpose

In accordance with the [University System of Maryland Policy VI-8.00 Policy on the Use of Alcoholic Beverages at University System Institutions and Facilities](#), this Policy provides UMGC's rules governing the use of alcoholic beverages consistent with state regulations.

#### II. Policy Statements

UMGC funds may not be used for the purchase of alcoholic beverages unless the purchase is for:

- A. Beer, wine, and other alcoholic beverages purchased for resale in the Inn and Conference Center under the Prince George's County liquor license.
- B. Wine or alcoholic beverages purchased for short courses in wine making, wine serving or similar programs conducted by UMGC.
- C. Charges against program accounts for alcoholic beverages for receptions or social hours as requested and reimbursed by client or sponsoring organizations.
- D. **For UMGC Overseas Divisions only**, the purchase may be made for alcoholic beverages for official UMGC meetings or events as follows:
  1. Only when it is necessary and consistent with local custom or the nature of the occasion, **and**
  2. With prior written authorization by the Vice President/Division Director. The request for such authorization must include a full description of the purpose of the function and a general description of the audience/attendees. Examples of such meetings are events are commencement receptions and exercises, faculty receptions/meetings, holiday, or similar parties customary in the host country.

#### III. Related Policies and Procedures

- A. [University System of Maryland Policy VI-8.00 Policy on the Use of Alcoholic Beverages at University System Institutions and Facilities](#)

## APPENDIX G

UMGC Policy 090.00 – UMGc Contractor Code of Ethics

## **Policy 090.00 UMGC Contractor Code of Ethics**

**Originator:** Office of Legal Affairs

**Subject:** UMGC Contractor Code of Ethics

### **I. Purpose**

As a federal contractor, University of Maryland Global Campus (UMGC) must maintain high ethical standards and comply with all applicable laws, rules, and regulations. Adherence to this Code is required for UMGC as a federal contractor in accordance with Federal Acquisition Regulation (FAR) 52.203-13 Contractor Code of Business Ethics and Conduct.

### **II. Definitions**


- A. Code: The Contractor Code of Ethics.
- B. Compliance Program: UMGC's written procedures and practices that are designed to ensure all employees are aware of its Contractor Code of Ethics and adhere to its standards.
- C. Employee: Any person employed by UMGC, including all faculty and staff, regardless of division or employment status.
- D. Overseas Employee Code of Conduct: The Code of Conduct that applies to all employees assigned to or visiting UMGC's overseas divisions (both in Asia and Europe). This Code of Conduct is available on the overseas divisions' intranet sites and copies can be received by contacting the Office of the Senior Vice President for Overseas Operations.

### **III. Employee Obligations Under the Code**

Employees must comply with this Code and if they do not, they may be subject to disciplinary action, up to and including termination of their employment with UMGC. Specific Obligations all employees have under this Code include the following:

- A. **Duty to Report:** All employees have a duty to report all suspected violations of the Code or other potentially unethical behavior by anyone, including other employees and contractors. Reports may be made to UMGC's Office of Legal Affairs at [legal-affairs@umgc.edu](mailto:legal-affairs@umgc.edu). Anonymous reports may be made to [USM's Office of Internal Audit Fraud Hotline](#).
- B. **Compliance with Laws:** All employees are required to follow all federal, state and local laws applicable to them during their employment with UMGC. This includes, but is not limited to, criminal laws regarding fraud, conflicts of interest, and bribery.
- C. **Discrimination/Harassment Prevention & Elimination:** UMGC's Policy and Procedures on Affirmative Action, Equal Opportunity and Sexual Harassment was established to prevent or eliminate discrimination and/or harassment in accordance with due process while protecting the rights of our students, faculty, and staff. Under this Policy and Procedures, employees are required to fully cooperate with any investigations of alleged discrimination and/or harassment. If an employee fails to do so or provides false information during an investigation, the employee may be subject to disciplinary action,

up to and including termination of employment. See [UMGC Policy VI-1.00 - Non-Discrimination and Anti-Harassment](#).

- D. **Drug-Free Workplace:** All UMGC employees are subject to the University System of Maryland's Policy on a Drug-Free Workplace. In accordance with this Policy, UMGC's workplace should be free from the illegal possession or distribution of controlled substances. In addition to any legal penalties that may be applicable to employees, they will also be subject to disciplinary action if they violate [USM's Policy on a Drug-Free Workplace](#) .
- E. **Conflicts of Interest:** Employees are obligated to avoid situations and activities which could conflict with their employment at UMGC. Employees must also comply with the Maryland Public Ethics Act. This includes the following:
1. An employee may not participate in a matter involving a company or other business entity in which he or she or certain relatives (spouse, father, mother, sister, brother, or child) have a legal or financial ownership interest.
  2. An employee may not participate in a matter involving a company or other business entity in which he or she or certain relatives (spouse, father, mother, sister, brother, or child) are employed or may be employed.
  3. An employee may not have a financial interest in, or be employed by, an entity having or negotiating a contract with UMGC. This includes serving on a private board of directors, even if there is no compensation for this service.
  4. An employee may not hold any secondary employment relationship that would impair the employee's impartiality and independence of judgment.
  5. An employee may not intentionally use the prestige of his/her employment or of UMGC for his/her own private gain.
  6. Miscellaneous unsolicited gifts of a nominal value, not including cash and gift cards, may be accepted by employees. However, an employee may not solicit gifts and may not knowingly accept any gift, directly or indirectly, if it would result in an actual or a perceived conflict of interest. This could be when the gift is from any person whom the employee knows or has reason to know:
    1.
      - a. is doing or seeking to business of any kind with UMGC,
      - b. is engaged in activities that are controlled by UMGC,
      - c. has financial interests that may be substantially affected in a specific way by the employee, or
      - d. is a lobbyist with respect to the matters within UMGC's functional jurisdiction.

7. An employee may not disclose confidential information acquired during his/her employment for his/her own or another's economic benefit.
- F. **Confidentiality:** Employees may require access to confidential, personal information in order to perform their job duties. This information may include confidential student and/or employee records and other documents which contain personally identifiable information (PII), collectively referred to as "Confidential Information". With respect to Confidential Information, employees have the following obligations:
1. Employees shall ensure that they comply with all applicable UMGC and USM policies, procedures, and practices concerning the confidentiality of records and PII. This includes UMGC's overseas divisions are also obligated to abide by this Code of Conduct.
  2. **Supervisory Employees:** In addition to the obligations already stated in this Code, supervisory employees:
    1. Shall ensure that the employees they supervise are acting in a manner consistent with this Code, and
    2. Shall not direct the employees they supervise to participate in, approve or tolerate any violation of any provision of this Code.
- G. **Additional Information About Code**  
 For additional information about this Code, please contact the Office of Legal Affairs at [legal-affairs@umgc.edu](mailto:legal-affairs@umgc.edu)

	Current Policy	Prior Policy
Policy Number	090.00	new
Date	11/11/13	new

## APPENDIX H

UMGC 2023 Annual Safety and Security Report

&

UMGC 2024 Annual Safety and Security Report





UNIVERSITY OF MARYLAND  
GLOBAL CAMPUS

# **2023 ANNUAL SAFETY AND SECURITY REPORT**

## Table of Contents

### UMGC STATESIDE

Introduction.....	4
Compiling the Annual Security Report .....	4
Cooperation with Law Enforcement .....	5
Security and Access to Campus Facilities .....	5
Security Awareness and Crime Prevention .....	6
Security Awareness and Crime Prevention Strategies .....	6
Reporting Crimes/Emergency and Public Safety Contact Information .....	7
Crime Definitions .....	8
Emergency and Public Safety Contact Information for Stateside Civilian Locations.....	9
Emergency and Public Safety Contact Information for Stateside Military Bases.....	12
Emergency Response Procedures .....	17
Emergency Notifications.....	17
Timely Warnings .....	18
Public Address System.....	18
Communication Department Alerts .....	18
Early Warning Siren.....	18
Crime Log .....	19
All-Hazard Emergency Operation Plan .....	19
Emergency Preparedness Training .....	19
Testing .....	19
Response Emergency Assessment Crisis Team (REACT) .....	20
Sexual Misconduct Policy.....	20
Investigative and Adjudicative Procedures Under UMGc Policy 041.00 .....	21
Prevention and Awareness Programs.....	22
Sex Offender Registry.....	22
Title IX Coordinator & Title IX Team .....	23
External Confidential Support Services .....	23
UMGC Stateside Crime Statistics.....	23
Adelphi Headquarters .....	25
Academic Center at Largo .....	28
Dorsey Station .....	31

Hagerstown Center .....	34
UMGC at LaPlata .....	37
Universities at Shady Grove .....	40
<b>UMGC EUROPE</b>	
<b>UMGC Europe Safety and Security</b> .....	43
Emergency Contact Information .....	44
Timely Warnings.....	44
Security Awareness and Crime Prevention.....	45
Response Emergency Assessment Team (REACT) .....	46
<b>Sexual Misconduct Policy</b> .....	46
Investigative and Adjudicative Procedures under UMGC Policy 041.00 .....	47
Prevention and Awareness Programs .....	48
Sex Offender Registry.....	48
Title IX Coordinator and Title IX Team .....	49
External Confidential Support Services.....	50
<b>Collection of Clery Crime Statistics</b> .....	50
Crime Definitions .....	51
<b>UMGC Europe Crime Statistics</b> .....	53
Europe Headquarters .....	53
<b>UMGC ASIA</b>	
<b>UMGC Asia Safety and Security</b> .....	56
Emergency Contact Information .....	57
Timely Warnings.....	57
Security Awareness and Crime Prevention.....	58
Response Emergency Assessment Team (REACT) .....	59
<b>Sexual Misconduct Policy</b> .....	59
Investigative and Adjudicative Procedures under UMGC Policy 041.00 .....	60
Prevention and Awareness Programs .....	62
Sex Offender Registry.....	62
Title IX Coordinator and Title IX Team .....	62
External Confidential Support Services.....	63
<b>Collection of Clery Crime Statistics</b> .....	64
Crime Definitions .....	64

<b>UMGC Asia Crime Statistics</b> .....	67
Asia Headquarters .....	67
<b>ADDITIONAL DISCLOSURES (ALL DIVISIONS)</b>	
Drug Prevention Program .....	70

## Introduction

The Covid-19 global pandemic of 2020 has changed the physical footprint of our institution. We stand committed to protecting the safety and security of our community members and keep the greater community working and learning virtually. The UMGC Largo location was sold in March of 2023. Our main headquarters in Adelphi, MD is currently being converted to "office hoteling" spaces for drop in physical work and meeting spaces. The UMGC website contains a central repository of information and updates for our student population. In addition, our internal employee SharePoint site contains additional information for employees to stay safe and engaged.

Individuals reading our report should know that on July 1, 2019, state legislation officially changed our name from University of Maryland University College (UMUC) to University of Maryland Global Campus (UMGC). All historical documents will retain our previous name.

UMGC was founded in 1947 as the College of Special and Continuation Studies, a branch of the University of Maryland's College of Education, with locations in College Park and around the state of Maryland. Beginning in 1949, UMGC was the first university to send faculty overseas to educate active-duty military personnel in Europe.

UMGC serves more than 80,000 students worldwide. With headquarters in Adelphi, Maryland, and administrative offices in Asia and Europe, UMGC offers 90+ degrees, specializations, and certificates taught by faculty members who bring real-world experience to online and on-site classrooms.

The 2023 Annual Safety and Security Report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act) and the Violence Against Women Act (VAWA). This report is prepared in cooperation with campus security, local law enforcement agencies, Office of Legal Affairs, Diversity and Equity Office, Military Partnerships and the overseas divisions of Europe and Asia.

UMGC is committed to the safety and well-being of its campus community. The cooperation of the entire campus community is essential in creating a safer and secure community for all.

## Compiling the Annual Security Report

The Facilities Management Department at UMGC has the overall responsibility of preparing the annual security report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Senior Emergency Management Specialist collaborates with several university offices and external agencies including; Campus Security, Office of Legal Affairs, Diversity and Equity Office, Office of Military Partnerships, the overseas divisions of Europe and Asia, University of Maryland Department of Public Safety, Prince George's County Police Department and other local law enforcement agencies, to compile information within this report. Each entity provides information on their educational efforts and programs. Campus crime, arrest, and referral statistics include those reported to Campus Security, Campus Security Authorities and local law enforcement.

The Annual Security Report is available no later than October 1 of every year. UMGC distributes an email correspondence to all current faculty, staff and students providing a direct link to the report. The current Annual Security report and reports for the previous 7 years are available on the web site: <https://www.umgc.edu/current-students/student-life-and-support/safety-and-security/annual-report>. Upon request, you can receive a paper copy of the current Annual Safety and Security Report by contacting the Senior Emergency Manager at 301-985-7139 or email security at [security@UMGC.edu](mailto:security@UMGC.edu).

Prospective students and employees can obtain a copy of the current Annual Security report and reports for the previous 7 years on the web site: <https://www.umgc.edu/current-students/student-life-and-support/safety-and-security/annual-report>. Upon request, students can receive a paper copy of the current Annual Safety and Security Report by contacting the Senior Emergency Manager at 301-985-7139 or email security at [security@UMGC.edu](mailto:security@UMGC.edu).

## Crime Statistics

The statistics are collected for four types of properties: (a) on campus, (b) in dormitories or other residential facilities for students on campus, (c) in or on a noncampus building or property, or (d) on public property. **Campus** is defined as "(1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor)." **Noncampus** building or property is defined as "(1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution." **Public Property** is defined as "public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus."

All criminal incidents are classified in accordance with the [FBI Uniform Crime Reporting Handbook](#).

## Cooperation with Law Enforcement

UMGC Security maintains a close working relationship with local, state, and federal law enforcement agencies, such as, the University of Maryland Department of Public Safety and Prince Georges County Police Department, as well as, other law enforcement agencies and first responders.

Although the University does not have a written memorandum of understanding with any law enforcement agency, UMG Security regularly interacts and communicates with local agencies during and after incidents, as well as, on joint efforts to promote a safer campus.

To report a crime or an emergency situation at any of the installations, contact the Provost Marshal, Military Police, Base Security, etc. that oversee police/security services on stateside military installations.

## Security and Access to Campus Facilities

The UMG Security Department is a division within the Facilities Management Department. The Director of Security is responsible for managing the Security Department and reports to the Associate Vice President of Facilities Management. UMG has Security Officers permanently assigned to the Adelphi Headquarters only. UMG Security personnel provide a uniformed security presence at the Adelphi Headquarters and are unarmed with no arrest powers. They have the authority to issue parking citations, ask individuals for their identification and determine whether individuals have lawful business at UMG. In addition, Security is responsible for responding to incidents, conducting patrols of the campus, and general security and support services to the campus community. Security personnel at the Adelphi Headquarters includes UMG Security and Marriott Loss Prevention staff. At Adelphi, Marriott Loss Prevention operates 24/7 in support of the Hotel, Conference Center and Parking Garage. UMG Security operates Monday – Friday from 7 a.m. to 6:30 p.m. in support of the Administration Building, Conference Center and Parking Garage. UMG Security works closely with local agencies for police and emergency response. All other worldwide locations rely solely on the local authorities, including military base security forces/police.

UMGC classes, advising services and testing centers may be held at other University System of Maryland (USM) locations, neighboring institutions' campuses throughout the Maryland/D.C./Virginia area, as well as, other worldwide civilian and military locations that are not owned or controlled by UMG. See [Reporting a Crime and Emergency / Public Safety Contact Information](#) in this report for UMG Security contact information, as well as, Security/Public Safety contact information, policies and procedures for our partnering institutions, regional locations and military bases. U.S. military installations are subject to applicable military rules and regulations. You should check with the military police/security office or Educational Center Office/Navy College office at these locations for additional information regarding base security procedures and hours of operation.

Seven days a week the Hotel and Conference Center at the Adelphi Headquarters is opened at 6 a.m. and locked down at 10 p.m. or when all

evening activities have concluded. The Administration Building at the Adelphi Headquarters is a secure facility and accessible by valid key card only. All visitors, vendors and contractors must enter through the main entrance between 7 a.m. to 6:30 p.m., Monday – Friday and sign-in at the security desk. Please visit <https://www.UMGC.edu/locations/index.cfm> for the operating hours of all UMGC stateside locations.

The University encourages students and employees to be responsible for their own security and the security of others.

UMGC is not aware of building or property owned or controlled by a University-recognized student organization. Therefore, UMGc does not monitor criminal activity that students engage in off-campus.

UMGC does not have dormitories or other residential facilities for students. Although fire safety is a top priority for UMGc, it does not maintain any on-campus student housing facilities. Accordingly, UMGc is not required to produce a separate Annual Fire Safety Report under the Higher Education Act.

## **Security Awareness and Crime Prevention**

The University is committed to the safety and security of the campus community. UMGc Security promotes safety and security by periodically scheduling safety/security awareness classes for the campus community to sign up and attend in person or virtually. In addition, Security will attend department meetings to discuss safety/security awareness. The campus community is routinely educated about security awareness and crime prevention measures via the UMGc security website, in weekly newsletters and through the distribution of flyers and pamphlets.

Safety and Security is the responsibility of everyone. The University encourages students and employees to be responsible for their own security and the security of others. Awareness and timely reporting of criminal or suspicious activity is crucial to maintaining a safe and secure campus. For more information on security awareness and crime prevention measures please visit the UMGc Security website at <https://www.umgc.edu/current-students/student-life-and-support/safety-and-security>.

Awareness programs and educational information that is available to the campus community includes:

- Active Shooter – How to Survive
- Suspicious Person or Activity
- Suspicious Letter or Package
- Crime Prevention
- Responding to and Preventing Violent/Physical Confrontations
- Parking Lot/Garage Safety
- Bomb Threat
- Armed Robbery
- Identity Theft
- Shelter In Place
- CPR/AED/First Aid and Hands Only CPR
- How to Use a Fire Extinguisher
- Emergency Preparedness

## **Security Awareness and Crime Prevention Strategies**

We all must work together to maintain a safe and secure environment. Heighten your security awareness and remain vigilant. Know your surroundings and who or what should or should not be there. If you have a concern or see something suspicious, report it immediately to security or law enforcement.

Be cautious and suspicious of:

- Any odd or out of the ordinary occurrences

- People's behavior
- Strange or peculiar activity
- Unattended backpacks, briefcases, etc.
- Packages, envelopes that do not appear normal
- Strange or illegally parked vehicles

You can minimize your chances of becoming a victim of crime if you know what situations to avoid and what preventive actions to take.

Common-sense prevention skills can help make life at work safer for all.

- Trust your instincts. They are a natural gift that tells you when something is wrong.
- Be ready to take protective action if necessary. This could be something as simple as crossing the street and entering a populated area.
- Never leave valuables unattended and unsecured.
- Before you exit your car or building, check your surroundings for suspicious looking people and vehicles.
- Walk confidently and briskly.
- Scan the area around your car as you approach. If you see someone loitering around your vehicle, walk past until they leave.
- Always lock your office and any unoccupied room, even when leaving for only a moment.
- Check the identity of any strangers who are in your work area office - offer your assistance and ask them whom they are visiting and if you can help them find that person. If they make you uncomfortable, report your suspicions.
- Always let someone know where you will be - whether you are coming in late, working late, going to lunch, or to a meeting.
- Be discreet - do not advertise your social life and vacation plans or those of others to people visiting or calling.
- Be cautious in restrooms. Attackers can hide in stalls and corners.
- Leaving late - create a buddy system for walking to the parking lot/garage.

Safety and Security is the responsibility of everyone. For more information on security awareness and crime prevention measures please visit the UMGC Security website at <https://www.umgc.edu/current-students/student-life-and-support/safety-and-security>.

## Reporting Crimes/ Emergency and Public Safety Contact Information

UMGC encourages prompt reporting of all crimes, suspicious activity, or any emergency both to the Security personnel for your location and local law enforcement. Crimes should be reported to the UMGC Security or Loss Prevention personnel at the Adelphi Headquarters, or to the appropriate civilian or military law enforcement agency that has jurisdiction at your location.

The UMGC Director of Security is responsible for ensuring incident reports are completed for the Adelphi Headquarters. Stateside Military Operations Directors and Administrative Personnel in Europe and Asia are responsible for completing incident reports at the University's worldwide locations. For contact information related to reports of sexual misconduct, please refer to our [Sexual Misconduct Policy](#) section of this report.

The University does not have a policy that allows victims or witnesses to make confidential reports for inclusion in this Annual Report, other than under UMGC's Sexual Misconduct Policy (see the [Sexual Misconduct Policy](#) on for more information). However, if an individual is interested in making a report, he or she should contact the UMGC Director of Security at 301-985-7471.

**Categories of crime statistics included in this report are:**

**Criminal Offenses** – murder/ non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic violence, dating violence and stalking.

**Hate crimes** – any 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, Sexual Orientation, National Origin, Gender Identity, Ethnicity, or Disability. Hate crimes are reported for the crimes of criminal homicide, sex offenses, robbery,



aggravated assault, burglary, motor vehicle theft, arson, and any other crimes involving bodily injury, as well as, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism.

**Arrests and Referrals for Disciplinary Action** - for weapons (carrying or possessing), drug abuse violations and liquor law violations. Campus Disciplinary Referrals are incidents where an individual is not arrested but referred for possible campus disciplinary action (e.g. first offenders required to attend educational programs).

Crime definitions are classified based on the FBI's Uniform Crime Reporting Handbook (UCR) at [http://www.fbi.gov/about-us/cjis/ucr/additional-ucr-publications/ucr\\_handbook.pdf/](http://www.fbi.gov/about-us/cjis/ucr/additional-ucr-publications/ucr_handbook.pdf) and the FBI's National Incident-Based Reporting System (NIBRS) <https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/ucr/nibrs>.

## CRIME DEFINITIONS

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

**Criminal Homicide – Negligent Manslaughter:** The killing of another person through gross negligence.

**Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- a. **Rape** - The 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.
- b. **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 incapacity.
- c. **Incest**—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- d. **Statutory Rape**—Sexual intercourse with a person who is under the statutory age of consent.

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

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

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

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

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

**Illegal Weapons (Carrying, Possessing, Etc.):** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**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 those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**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.

**Domestic Violence:** Is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: a) length of the relationship, b) the type of relationship, c) the frequency of interaction between the persons involved in the relationship.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

- a. **Course of conduct** means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.
- b. **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
- c. **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Hate Crimes:** A hate crime is defined as any crime that manifests evidence that a victim was selected because of his/her actual or perceived race; gender; gender identity; religion; sexual orientation; ethnicity; national origin or disability.

- a. **Larceny-Theft** (Except Motor Vehicle Theft) - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
- b. **Simple Assault** - An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- c. **Intimidation** - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- d. **Destruction/Damage/Vandalism of Property** - To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## Emergency and Public Safety Contact Information for Stateside Civilian Locations

### Anne Arundel Community College at Arundel Mills

- For emergencies or to report a crime, call 911 or the Anne Arundel County Police Department at 410-222-8610.
- For an escort or to reach AACC Department of Public Safety, call 410-777-1818.
- To receive text alerts for emergencies, severe weather alerts, and school closings, sign up for the [AACC emergency notification system](#).
- AACC Public Safety hours of operation: Daily, 7 a.m. – 11 p.m.
- More information: [Anne Arundel Community College Public Safety](#)

## **Cecil College**

- For emergencies or to report a crime, call 911 or the Cecil County Sheriff's Office at 410-392-2113.
- For an escort or to reach Cecil College (North East Campus) Department of Public Safety, call 410-287-1601.
- To receive text alerts for emergencies, severe weather alerts, and school closings, sign up for the [Cecil College Seahawk Alert System](#).
- More information: [Cecil College Department of Public Safety](#).

## **Dorsey Station**

- For emergencies or to report a crime, call 911 or the Howard County Police Department at 410-313-2200.
- To receive text alerts for emergencies, severe weather alerts, crime alerts, and school closings, sign up for the [UMGC emergency notification system](#) or the [Howard County emergency notification system](#).
- Dorsey Station main office: 443-459-3500
- More information: [UMGC Security](#)

## **Hagerstown**

- For emergencies or to report a crime, call 911 or the Hagerstown Police Department at 240-527-2762.
- To receive text alerts for emergencies, severe weather alerts, and crime alerts, sign up for the [USMH Emergency Alert system](#) or the [Washington County emergency notification system](#).
- More information: [Hagerstown Security](#)

## **Laurel College Center**

- For emergencies or to report a crime, call 911 or the Laurel Police Department at 301-725-3000.
- To receive text alerts for emergencies, severe weather alerts, and crime alerts, sign up for the [City of Laurel emergency notification system](#) or the [Prince George's emergency notification system](#).
- Laurel College Center Public Safety hours of operation: Security staff members are present during the day and evening when classes are scheduled and remain on-site until all students and faculty have left the building. The evening security staff consists of deputies from the Prince George's County Sheriff's Department.
- More information: [Laurel College Center](#)

## **Prince George's Community College**

- For emergencies or to report a crime, call 911 or the Prince George's County Police Department at 301-352-1200.
- For an escort or to reach PGCC Campus Police, call 301-322-0666 or dial 0666 or 0666 from any campus phone. Courtesy and emergency phones are located throughout campus.
- To receive text alerts for emergencies, severe weather alerts, crime alerts, and school closings, sign up for the [PGCC Owl Alert emergency notification system](#).
- PGCC Campus Police hours of operation: Daily, 24 hours
- More information: [PGCC College Safety](#)

## **Shady Grove**

- For emergencies or to report a crime, call 911 or the Montgomery County Police Department at 301-279-8000.
- For an escort or to reach The Universities at Shady Grove (USG) Campus Security, call 301-738-6065 or dial 6065 from any campus phone.
- To receive text alerts for emergencies, severe weather alerts, crime alerts, and school closings, sign up for the [USG emergency notification system](#).
- Shady Grove Public Safety hours of operation: Daily, 24 hours
- More information: [Shady Grove Public Safety and Security](#)

### **Southern Maryland Higher Education Center**

- For emergencies or to report a crime, call 911 or the St. Mary's County Sheriff's office at 301-475-4200.
- To receive text alerts for emergencies, severe weather alerts, and crime alerts, sign up for the [USMSM emergency alert system](#) or the [St. Mary's County emergency notification system](#).
- More information: [Southern Maryland Higher Education Center](#)

### **UMGC Headquarters (Adelphi)**

- For emergencies or to report a crime, call 911 or the University of Maryland, College Park (UMCP) Department of Public Safety at 301-405-3333.
- For an escort or to reach the UMGC Security Department, call 301-985-7911 (M-F, 7a.m. – 6:30 p.m.) or Marriott Loss Prevention at 301-985-7371 (24/7).
- Emergency phones are located throughout the parking garage.
- UMCP Department of Public Safety non-emergency, call 301-405-3555.
- To receive text alerts for emergencies, severe weather alerts, crime alerts, and school closings, sign up for the [UMGC emergency notification system](#).
- UMGC Headquarters Security hours of operation: Daily, 24 hours
- More information: [UMGC Security](#)

### **UMGC at Fayetteville**

- For emergencies or to report a crime, call 911 or the Fayetteville Police Department at 910-433-1529.
- To receive text alerts for emergencies and severe weather alerts, sign up for the [Cumberland County emergency notification system](#).
- More information: [Fayetteville Police Department](#)

### **UMGC at Killeen**

- For emergencies or to report a crime, call 911, the Killeen Police Department at 254-501-8830, or the Bell County Sheriff's Department at 254-933-5412.
- To receive text alerts for emergencies and severe weather alerts, sign up for the [Central Texas Council of Governments CodeRed notification system](#).
- More information: [Killeen Police Department](#) or [Bell County Sheriff's Department](#)

### **UMGC at La Plata**

- For emergencies or to report a crime, call 911 or the Charles County Sheriff's Office at 301-932-2222.
- For the College of Southern Maryland La Plata Public Safety department, call 301-934-7888 or dial 7909 from any campus phone.
- To receive text alerts for emergencies and severe weather alerts, sign up for the [CSM emergency alert system](#) and/or the [Charles County emergency alert system](#).
- More information: [CSM Public Safety Department](#)

### **UMGC at National Landing**

- For emergencies or to report a crime, call 911 or the Arlington Police Department at 703-558-2222.
- To receive text alerts for emergencies and severe weather alerts, sign up for the [Arlington County emergency notification system](#).
- More information: [Arlington County Police Department](#)

### **UMGC at Pearl City**

- For emergencies or to report a crime, call 911 or the Honolulu Police Department Pearl City district station at 808-723-8800.
- To receive text alerts for emergencies and severe weather alerts, sign up for the [Honolulu County emergency notification system](#).
- More information: [Honolulu Police Department](#)

#### **UMGC at San Antonio**

- For emergencies or to report a crime, call 911 or the San Antonio Police Department at 210-207-7273.
- To receive text alerts for emergencies and severe weather alerts, sign up for the [Bexar County emergency notification system](#) and/or the [City of San Antonio emergency notification system](#).
- More information: [San Antonio Police Department](#)

#### **UMGC at San Diego**

- For emergencies or to report a crime, call 911 or the San Diego Police Department at 619-531-2000.
- To receive text alerts for emergencies and severe weather alerts, sign up for the [San Diego County emergency notification system](#).
- More information: [San Diego Police Department](#)

#### **University of Maryland, College Park (UMCP)**

- For emergencies or to report a crime, call 911 or the UMCP Department of Public Safety at 301-405-3333.
- For an escort, call the UMD Department of Public Safety non-emergency line at 301-405-3555 or dial 43555 from any campus phone. Blue light emergency phones are located throughout campus. For exact locations, visit the [UMD Department of Public Safety](#).
- To reach the University of Maryland Department of Public Safety Emergency Communications Center while on or near campus, dial 3333 from any cell phone with service provided by Verizon Wireless, Sprint/Nextel, or AT&T.
- To receive text alerts for emergencies, severe weather alerts, crime alerts that affect the UMGC community on the UMCP campus, sign up for the [UMGC emergency notification system](#).
- UMCP Public Safety hours of operation: Daily, 24 hours
- More information: [University of Maryland Police Department](#) or [UMCP Emergency Preparedness](#)

### **Emergency and Public Safety Contact Information for Stateside Military Bases**

The following contact information is for agencies (Provost Marshal, Military Police, Base Security, etc.) that oversee police/security services on stateside military installations. Abbreviations (JB, NS, etc.) are disregarded in alphabetizing sites.

#### **Aberdeen Proving Ground**

Emergency: 911

Police Department: 410-306-0564

#### **JB Anacostia Bolling**

Emergency: 911

Police/Fire/EMS: 202-433-3333

#### **JB Andrews**

Emergency: 911

Base Security: 301-981-2001

#### **NB Bremerton**

Emergency: 911

Police Dispatch: 360-315-4065

#### **Camp Lejuene**

Emergency: 911

Provost Marshal: 910-451-1113

#### **Camp Pendleton**

Emergency: 911

Physical Security: 760-725-9454

Crime Prevention: 760-725-5725

#### **Camp Smith**

Emergency: 911

Crime Prevention Unit: 808-257-8312

**Davis-Monthan AFB**

Emergency: 911

Security Forces: 520-228-3200

**Eglin AFB**

Emergency: 911

Security Forces: 850-882-2502

**Fort Belvoir**

Emergency: 911

Military Police: 703-806-3104

**Fort Benning**

Emergency: 911

Police Department: 706-545-5222

**Fort Bliss**

Emergency: 911

Military Police: 915-744-9311

**Fort Campbell**

Emergency: 911

Military Police: 270-798-7111

**Fort Carson**

Emergency: 911

Police Department: 719-526-2333

**Fort Detrick**

Emergency: 911

Police Nonemergency: 301-619-7114

**Fort Drum**

Emergency: 911

Police Desk Sergeant: 315-772-2677

**Fort Eustis**

Emergency: 911

Military Police: 757-878-4555

**Fort Hood**

Emergency: 911

Military Police: 254-287-4001

**Fort Huachuca**

Emergency: 911

Military Police: 520-533-3000

**Fort Irwin**

Emergency: 911

Police Nonemergency: 760-380-4444

**Fort Lee**

Emergency: 911

Military Police: 804-734-7400

**Fort Lewis**

Emergency: 911

Physical Security: 253-966-7153

**Fort Meade**

Emergency: 911

Military Police: 301-677-6622

**JB Fort Myer-Henderson Hall**

Emergency: 911

Police Department: 703-588-2800

**Fort Sam Houston**

Emergency: 911

Police Services: 210-221-3735

Military Police: 210-221-2244

**Hickam AFB**

Emergency: 911

Police Department: 808-474-2222

**USCG Honolulu**

Emergency: 911

Command Center: 808-842-2600

**Hurlburt Field**

Emergency: 911

Police Desk Sergeant: 850-884-7114

**Jacksonville NAS**

Emergency: 911

Police Department: 904-542-2663

**MCAS Kaneohe Bay**

Emergency: 911

Police Nonemergency: 808-257-9111

**Lackland AFB**

Emergency: 911

Police Services: 210-671-1272

**Langley AFB**

Emergency: 911

Security Forces: 757-764-5091

**JEB Little Creek**

Emergency: 911 or 757-462-4444

Nonemergency Dispatch: 757-462-4445

**MacDill AFB**

Emergency: 911

Security Forces: 813-828-2048

**Maxwell-Gunter AFB**

Emergency: 911

Security Forces: 334-953-7222

**NS Mayport**

Emergency: 911

Police Nonemergency: 904-270-5334

**McChord AFB**

Emergency: 911

Physical Security: 253-982-3228

**Nellis AFB**

Emergency: 911

Crime Stoppers: 702-652-5100

**NS Norfolk**

Emergency: 911

Security: 757-836-1900

Military Police: 757-444-3333

**NAS North Island**

Emergency: 911

Safety Office: 610-545-1049

**Patrick AFB**

Emergency: 911

Base Security: 321-494-2008

**Patuxent River NAS**

Emergency: 911

Security Desk Sergeant: 301-757-4669

**Pearl Harbor NAS**

Emergency: 911

Security Forces: 808-449-9701

**Pensacola NAS**

Emergency: 911

Base Security: 850-452-2654

**NAS Point Mugu**

Emergency: 911

Police Department: 805-654-9511

**NCVC Port Hueneme**

Emergency: 911

Police Department: 805-986-6530

**MCB Quantico**

Emergency: 911

Provost Marshal: 703-784-2251

**Randolph AFB**

Emergency: 911

Base Security: 210-652-5700

**MC Recruit Depot San Diego**

Emergency: 911

Military Police: 619-524-5246

**NS San Diego**

Emergency: 911

Base Security Dispatch: 619-524-6999

**NMC San Diego Balboa Park**

Emergency: 911

Security: 619-532-8500

**Schofield Barracks**

Emergency: 911

Police Nonemergency: 808-433-8888

**Seymour Johnson AFB**

Emergency: 911

Security Police: 919-722-1211

**Travis AFB**

Emergency: 911

**Tripler Medical Center**

Emergency: 911

Police Nonemergency: 808-433-5700

**MCAGCC Twentynine Palms**

Emergency: 911

Military Police: 760-830-6800

**Tyndall AFB**

Emergency: 911

Security Desk Sergeant: 850-283-2254

**Walter Reed National Military Medical Center**

Emergency: 911

Security Office: 301-295-1246

**Fort McNair**

Emergency: 911

Military Police: 703-696-2975

**Marine Barracks (8th and I)**

Emergency: 911

Security: 202-451-8319

**NAVDIST Washington**

Emergency: 911

Fire/Ambulance/Security: 202-433-3333

**Pentagon**

Emergency: 911

Police Department: 703-697-5555

**USCG Headquarters**

Emergency: 911

Command Center: 757-398-6231

**Dover AFB**

Emergency: 911

Security Forces: 302-677-3000

**Indian Head Division, NSWC**

Emergency: 911

Police: 301-744-4111

**NNMC Bethesda**

Emergency: 911

Police Department: 240-773-6700

**NSGA Ft. Meade**

Emergency: 911

Police Department: 301-677-6622

**USCG Baltimore**

Emergency: 911

Command Officer: 410-636-3271

**Dam Neck – TCA**

Emergency: 911

Nonemergency: 757-385-5000

**Fort Story**

Emergency: 911

Police/Fire: 757-462-4444

**Langley AFB**

Emergency: 911

Physical Security: 757-878-8238

**Portsmouth**

Emergency: 911

Police Department: 757-393-5300

**Yorktown**

Emergency: 911

Police Department: 914-962-4141

**Little Rock AFB**

Emergency: 911

Security Forces: 501-987-6644

**NAS Whiting Field**

Emergency: 911

Emergency Communication Center: 850-623-7331

**NTTC Corry Station**

Emergency: 911

Police Department: 814-664-2222

**Fort Gordon**

Emergency: 911

Provost Marshal: 706-791-4380

**Fort Stewart**

Emergency: 911

Military Police: 912-767-4264

**NSB Kings Bay**

Emergency: 911

Emergency Operations Center: 912-573-2161

**Scott AFB**

Emergency: 911



Police Department: 618-256-2223

**Fort Knox**

Emergency: 911

Police Department: 502-624-6847

**Barksdale AFB**

Emergency: 911

Security Forces: 318-456-2551

**Keesler AFB**

Emergency: 911

Security Forces: 228-377-3040

**NCBC Gulfport**

Emergency: 911

Police/Fire/EMS/: 228-871-2333

**Fort Bragg**

Emergency: 911

Provost Marshal: 910-396-0391

**MCAS Cherry Point**

Emergency: 911

Provost Marshal: 252-466-3615

**MCAS New River**

Emergency: 911

Military Police: 910-451-3004

**Pope AFB**

Emergency: 911

Security Forces: 910-394-4249

**McGuire AFB**

Emergency: 911

Security Forces: 609-562-6001

**Wright-Patterson AFB**

Emergency: 911

Security: 937-904-2923

**Fort Jackson**

Emergency: 911

Police Department: 803-751-1392

**Shaw AFB**

Emergency: 911

Security Forces: 803-895-3669

**Luke AFB**

Emergency: 911

Security Forces: 623-856-5970

**Beale AFB**

Emergency: 911

Security Forces: 530-634-2131

**MCAS Miramar**

Emergency: 911

Police Department: 858-577-4068

**NB Coronado**

Emergency: 911

Physical Security: 619-767-1792

**NB Point Loma**

Emergency: 911

Military Police: 619-556-6460

**USCG TRACEN Petaluma**

Emergency: 911

Police Department: 707-765-7215

**Peterson AFB**

Emergency: 911

Security Forces: 719-554-4000

**Shriever AFB**

Emergency: 911

Nonemergency: 719-567-5643

**USAF Academy**

Emergency: 911

Police Department: 719-333-2001

**9th MSC HI Army Reserve Education Center**

Emergency: 911

Police Department: 808-529-3111

**Holloman AFB**

Emergency: 911

Security Forces: 575-572-7171

**White Sands Missile Range**

Emergency: 911

Emergency Services: 575-678-1234

**Creech AFB**

Emergency: 911  
Security Forces: 702-404-3333

**Fort Sill**

Emergency: 911  
Police Department: 580-442-2101

**Ellsworth AFB**

Emergency: 911  
Security Forces: 605-385-4001

**Hill AFB**

Emergency: 911  
Security Forces: 801-777-3056

**NAS Whidbey Island**

Emergency: 911  
Nonemergency: 360-257-3893

**NB Kitsap**

Emergency: 911  
Police/Fire/EMS: 360-396-4441

**NS Bremerton**

Emergency: 911  
Police Department: 360-476-7299

**NS Everett**

Emergency: 911  
Police Department: 425-257-8400

**NSB Bangor**

Emergency: 911  
Police/Fire/EMS: 360-396-4441

**F. E. Warren AFB**

Emergency: 911  
Security Forces: 307-773-3501

## EMERGENCY RESPONSE PROCEDURES

Timely communication in an emergency or crisis situation is crucial. It is important that the campus community, as well as emergency responders, department heads, media, etc. receive immediate and accurate information. We achieve this coordination through our Emergency Action Team (EAT).

If a situation exists that threatens the safety and security of the UMGC community, the UMGC Security Department and Emergency Action Leadership Team will immediately assess the situation and determine the proper course of action. This is based on the size, scope and seriousness of the incident, and the threat to life, or the safety to the campus community. The EAT will monitor emergency alert/NOAA radios and remain in constant communication with each other, as well as, the University of Maryland Department of Public Safety (UMDPS) and other local authorities. Once an emergency situation is confirmed and if there is an immediate threat to life and safety, the Security Department has the authority to issue an alert and initiate the appropriate response plan. In the event that there is not an immediate threat, the EAT will consult and determine the appropriate response. UMGC will also provide follow-up information to the campus community regarding the circumstances or status of an incident.

For stateside military locations, please follow the emergency procedures and response plans for the installation where you are located. Please contact the security force/military police office or the Educational Center office /Navy College office for additional information.

In the event of an emergency, UMGC has several systems in place that provide the campus community with important warnings regarding an emergency, as well as provide advice on the appropriate response.

## Emergency Notifications

UMGC will, without delay, and taking into account the safety of the campus community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

UMGC MyAlerts is the University's emergency text alert system that is used to send emergency alerts, notifications and updates to its subscribers. This system is only used for emergency communication and not for general information or advertisements. The alerts are sent

to the subscriber's email account/s or cell phone/s, depending on what device/s they register. All of the top hazards and major alert situations have pre-arranged texts, which enables the alert to be sent rapidly. The alert system is maintained by UMGC Security and can be sent by Security personnel or Emergency Action Team Leaders from their office, home or mobile device. The system is also used to provide necessary updates on a specific situation.

UMGC also monitors the UMDPS's alert system, as well as, alert systems from jurisdictions that have authority over our D.C./Maryland/Virginia locations. When an alert is received that affects the UMGC community, UMGC will respond and alert the UMGC community affected by the emergency situation. To receive text alerts for emergencies, severe weather alerts, crime alerts, and school closings, please sign up for the [UMGC emergency notification system](#).

## **Timely Warnings**

In compliance with the Clery Act, the University issues timely warnings to the University community when a significant criminal incident occurs within the University's Clery geography and represents a serious or continuing threat. Timely Warnings are intended to alert the campus community to a serious incident and the potential danger it poses to the community. The decision to disseminate a warning is made on a case-by-case basis and after a review of the situation by the Director of Security and Associate Vice President of Facilities Management. In the event of an active threat, where lives are in immediate danger, the decision to issue a warning can be made exclusively by the Director of Security, Assistant Director of Security or a Security Coordinator/Specialist.

Timely Warnings are distributed as soon as pertinent information is available. The amount of information provided in the warning will vary depending on the circumstances of the crime/incident, but it will typically include the date/time of the incident, the location, the nature of the crime or hazard to the community, the continuing danger to the campus community, and actions people can take to diminish their chance of being a victim of a similar crime.

Timely Warnings are issued in several formats including: text message, email notification, and posting on the UMGC website (<https://www.umgc.edu/current-students/student-life-and-support/safety-and-security/security-alerts>). The UMGC Director of Security is responsible for posting these alerts in cooperation with the UMGC Marketing Department. If an active threat exists, UMGC emergency response protocol includes an [Emergency Notification \(text alert\) System](#), which can be activated by the Security Department.

## **Public Address System**

In the event of an emergency at the Adelphi Headquarters, a Public Address (PA) announcement will be made. All buildings on the Adelphi campus have a PA System that can be activated by UMGC Security, Marriott Loss Prevention, EAT Leaders and Facilities Management personnel.

## **Communication Department Alerts**

In the event of an emergency, the Office of Communications will initiate their procedures for providing information regarding the emergency on the UMGC website and the Campus Information Line (301-985-7669). If necessary, a campus wide broadcast email can be sent.

## **Early Warning Siren**

The University of Maryland Department of Public Safety (UMDPS) has implemented an Early Warning System Emergency Siren Program to provide instant notification to the campus community of an imminent dangerous condition. This system is designed to alert those individuals outside of the campus buildings. The sirens can be heard on and around the UMGC Adelphi Campus, therefore enabling UMGC to take advantage of this life saving system. During an emergency the sirens will emit a steady tone that will sound for at least three minutes. When heard, individuals should seek immediate shelter. When the emergency situation has ended, the siren will sound an "all Clear" by emitting one short tone that will sound for less than 30 seconds. Additional information on the emergency will be provided via the UMGC Emergency Alert System (MyAlerts), Public Address Announcements and Communication Alerts via email and the UMGC website. For more

information, please review the [UMDPS Emergency Notification Systems](#) or call 301-405-7669.

## Daily Crime Log

The UMGC Daily Crime Log is maintained by UMGC Security Department. The Daily Crime Log includes all crimes and incidents that are reported to UMGC Security. The information recorded in the in the Daily Crime Log includes: the incident classification, date reported, date and time occurred, general location, and disposition of each reported crime.

Unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim, newly reported crimes and updated information regarding previously reported crimes are entered into the Daily Crime Log within two (2) business days of when it is reported to Security.

The most recent sixty (60) day period of the Daily Crime Log is available for public inspection Monday – Friday from 7a.m. - 6:30 p.m. at the Adelphi Headquarters Administration Building or by contacting UMGC Security at 301-985-7911. Any portion of the log older than sixty (60) days will be made available within two (2) days of the request. To make a request or for additional information please contact the on-site security personnel during normal operating hours at 301-985-7911 or via email at [security@umgc.edu](mailto:security@umgc.edu).

## All-Hazard Emergency Operation Plan

In addition to the emergency notification procedures, UMGC has an all-hazard Emergency Operations Plan. The plan and its components are available at <http://www.UMGC.edu/security/>. The plan includes the following emergency procedures:

- Fire
- Bomb Threats
- Weather Emergencies
- Hazardous Material Emergencies
- Active Shooter
- Armed Robbery
- Civil Unrest
- Earthquake
- Utility/Elevator Failures
- Medical Emergencies
- Shelter-In-Place
- Suspicious Letter/Package
- Evacuation Procedures
- Persons with Disabilities

## Emergency Preparedness Training

The training focus for 2022 was on a coordinated response to a Fire Emergency and Suspicious Package training. Below are the training topics that were offered to the UMGC community.

- Severe Weather
- Fire Emergency
- Fire Extinguisher
- Electrical Safety
- CPR/AED/First Aid
- Stop the Bleed
- Public Access Trauma Care
- Earthquake Preparedness

## Testing

The Emergency Operations Plan is tested regularly by the Emergency Action Team (EAT) and the Facilities Management Department. Testing includes discussion based and operation-based exercises and drills. At the end of each calendar year, a drill topic is chosen. Facilities Management and EAT members receive quarterly training on specific emergency procedures related to the drill topic. The UMGC community is invited to participate in various training activities to honor National Preparedness Month in September.

- MyAlert Emergency Communications tests – last Friday of every month
- Fire Emergency Response Functional Exercise – August 15, 2022
- Fire Emergency Tabletop Exercise and Suspicious Package Training – October 18, 2022

- Fire Drills for Headquarters and Largo Academic Center – March 2022, June 2022, August 2022, December 2022

## Response Emergency Assessment Crisis Team (REACT)

The Response Emergency Assessment Crisis Team (REACT) is dedicated to coordinating a proactive and planned approach to facilitate the early identification, prevention, assessment and management of serious interpersonal distress and/or harmful, disruptive behavior that threatens the safety and well-being of University of Maryland Global Campus students, faculty, staff and guests.

The team will review concerns raised by members of the UMGC community. It is the responsibility of the staff, faculty and students to immediately [report](#) any situation that could result in harm to anyone at the university. The reports may come directly to the review team depending on the nature of the concern. **However, when there is a life-threatening emergency or an active or immediate risk of violence to self or others, contact the police at 911 or the [local military police/security force](#) that has jurisdiction over your location.**

For more information or to report your concerns please visit UMGC's [REACT web page](#), or contact [react@UMGC.edu](mailto:react@UMGC.edu).

## Sexual Misconduct Policy

The University System of Maryland (USM) and UMGC are committed to providing a working and learning environment free from sexual misconduct and harassment, including sexual and gender-based harassment, sexual violence, sexual assault, dating violence, domestic violence, sexual exploitation, and sexual intimidation.

For USM's Policy on Sexual Misconduct, visit <http://www.usmd.edu/regents/bylaws/SectionVI/VI160.pdf>.

For UMGC's Policy on Sexual Misconduct, see <https://www.UMGC.edu/policies/adminpolicies/admin04100.cfm>.

UMGC Policy 041.00 expressly prohibits sexual misconduct, a form of sex discrimination. Consistent with the USM policy, UMGC's Sexual Misconduct policy explicitly prohibits sexual harassment, sexual assault including but not limited to dating violence, domestic violence, sexual exploitation, sexual intimidation, sexual violence, and stalking. These terms are defined within UMGC's policy. Sexual misconduct is an umbrella term that encompasses Dating Violence, Domestic Violence, Sexual Violence, Sexual Harassment, Sexual Assault, Sexual Coercion, Sexual Exploitation, Sexual Intimidation, Relationship Violence and Stalking. Sexual Misconduct can be committed by any person, regardless of gender identity and can occur between people of the same or different sex, sexual orientation, or gender expression. UMGC defines consent as 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. Lastly, retaliation against anyone who reports Sexual Misconduct, participates in an investigation of a complaint, supports a complaint, or testifies concerning a complaint is expressly prohibited by this Policy.

## Investigative and Adjudicative Procedures Under UMGC Policy

UMGC's Investigative and Adjudicative Procedures provides for the prompt and equitable investigation and adjudication of complaints of sexual misconduct of which UMGC has Actual Knowledge. "Actual Knowledge" as also defined in the Policy, means notice of Sexual Misconduct or allegations of Sexual Misconduct has been given to UMGC's Title IX Coordinator or a designated official of UMGC, as identified in the Policy, who has the authority to institute corrective measures on UMGC's behalf. While prompt reporting may aid an investigation, there is no time limit imposed as to when a Formal Complaint may be initiated.

After an incident of Sexual Misconduct has occurred the person subjected to the misconduct or a third party, such as UMGC students, staff not designated as Responsible Employees and members of the public are strongly encouraged to report the misconduct to the Title IX Coordinator, a member of the Title IX team, any person defined as a Responsible Employee under the policy, UMGC security, local law enforcement and/or medical personnel. UMGC policy also provides for the confidential reporting to the Ombud's office. All Responsible Employees are required to notify the Title IX Coordinator, or a member of the Title IX team, of any report or incident of sexual misconduct.

Persons subjected to sexual assault, or third parties are strongly encouraged to contact law enforcement or medical personnel as soon as possible following an occurrence to receive guidance in the preservation of evidence needed for proof of criminal acts and the apprehension and prosecution of assailants. The Title IX Coordinator, members of the Title IX Team, UMGC Security or the Confidential Employee will assist in notification of noncampus authorities at the request of the person subjected to sexual assault. The Title IX Coordinator, members of the Title IX Team, UMGC Security or the Confidential Employee will also assist the person subjected to sexual assault obtain medical attention, if the person subjected to sexual assault chooses, including providing transportation to the hospital or other emergency medical facility equipped with the Maryland State Police sexual assault evidence collection kit if the reported assault occurs stateside. UMGC will contact local law enforcement when legally required to do or when there is a direct threat to the UMGC community.

Once the Title IX Coordinator receives a report, the Title IX Coordinator will engage in a meaningful dialogue with Complainant and Respondent to determine which supportive measures may restore or preserve equal access to the education program or activity without unreasonably burdening the other Party, including measures designed to protect the safety of all parties or UMGC's educational environment, or deter Sexual Misconduct. If Complainant desires supportive measures, UMGC can, and should, keep Complainant's identity confidential (including from the Respondent), unless disclosing the Complainant's identity is necessary to provide supportive measures for the Complainant (e.g., where a no-contact order is appropriate and the Respondent would need to know the identity of Complainant in order to comply with the no-contact order, or UMGC security is informed about the no-contact order in order to help enforce its terms).

Additionally, the Title IX Coordinator will specifically:

1. Review and provide Complainant and Respondent with a copy of the Policy and Procedures.
2. When applicable notify Complainant of the right to contact law enforcement.
3. When applicable identify for Complainant available medical treatment resources.
4. Inform Complainant about the importance of preserving evidence.
5. Inform Complainant and Respondent about their right to have an Advisor or support person present during any meeting throughout the process.
6. Provide Complainant with a copy of the Notice of Rights for Complainants.
7. Provide Respondent with a copy of the Notice of Rights for Respondents
8. Explain to Complainant and Respondent UMGC's policy prohibiting Retaliation.

### DISMISSAL

- A. An Investigation ordinarily will include interviews of the Parties and any witnesses who may have relevant information, unless clearly unreasonable or duplicative of information already gathered; a review of any pertinent documents, medical records, and communications; and may include other actions deemed appropriate by the Investigator(s).
- B. Once the investigation is complete, the Title IX Team Investigator will prepare an investigative report, which will include a summary of the relevant evidence gathered and describes the relevant information learned during the investigation.

Students, faculty and staff found to have violated the Sexual Misconduct Policy will be subject to disciplinary sanctions including but not

limited to verbal or written reprimand, disciplinary probation, restitution, suspension, termination or expulsion. Both parties are offered appeal procedures following receipt of the written decision. A prompt, fair and impartial process will be provided from the initial complaint to the result.

UMGC protects the confidentiality of complaints and the parties involved except to the extent that UMG's ability to conduct an effective investigation is jeopardized or as otherwise provided by law, including, but not limited to, the Maryland Public Information Act and any lawfully issued subpoena. Complainants, Respondents, witnesses and all persons involved in investigations or in resolving a complaint of discrimination or harassment, are asked to make good faith efforts to keep confidential all information relating to a complaint. Failure to exercise good faith efforts in maintaining confidentiality may result in disciplinary actions and/or other serious sanctions.

In addition to filing a Sexual Misconduct complaint with the Title IX Coordinator, faculty, staff and students may contact external agencies including the Equal Employment Opportunity Commission (EEOC) or the Maryland Commission on Civil Rights (MCCR). Students may contact the Office for Civil Rights (OCR). A person wishing to file a complaint with an external agency is encouraged contact the appropriate agency promptly in order to verify the time limits and deadlines for filing complaints.

Please refer to UMG's Investigative and Adjudicative Procedures for a complete description of procedures including but not limited to anticipated timelines, written notifications and the rights of parties.

## **Prevention and Awareness Programs**

UMGC shall continue to take steps to prevent the occurrence of Sexual Misconduct and remedy its discriminatory effects. Education is an extremely important tool in eradicating discrimination and sexual harassment from the UMG workplace and educational programs. All students and employees of UMG will be required to complete Sexual Misconduct training offered online by the Office of Diversity and Equity. Compliance therewith will be monitored by the Title IX Coordinator, the Chief Diversity Officer and the Fair Practices and Equal Opportunity Officer. In addition to the online training, the Title IX coordinator will ensure that all persons involved in the administration of Sexual Misconduct cases obtain annual training in receiving, reporting, and handling of Sexual Misconduct cases.

In accordance with Federal and USM requirements, UMG's efforts to create a learning environment free from sex based discrimination include but are not limited to providing all newly admitted students with Sexual Misconduct prevention training, and conducting a bi-annual sexual misconduct climate survey designed to assess how student view UMG's efforts to educate the student community about sexual misconduct; how UMG would respond to reported incidents of sexual misconduct, and whether students view their participation in UMG programs and activities as being safe and free from sex based discrimination.

## **Sex Offender Registry**

The federal Campus Sex Crimes Prevention Act of 2000 (CSCPA) provides for the tracking of convicted sex offenders enrolled at or employed by higher education institutions. This act is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The CSCPA amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

In accordance with applicable law(s), state and local law enforcement agencies must provide colleges and universities in their jurisdiction with a list of registered sex offenders who have indicated they are enrolled, employed by or working at the institution. UMG's global reach may require an individual to research or register at multiple locations. The following link should be used for the current locations: <https://www.umgc.edu/locations/index.cfm>. The specific address for the location should be used when searching for registered sex offenders. A list of all registered sex offenders in Maryland, including registrants employed or enrolled at Maryland institutions of higher education, is available from the state Department of Public Safety and Correctional Services (required under Section 121 of the Adam Walsh Child Protection and Safety Act of 2006) at <http://www.dpscs.state.md.us/onlineservs/socem/default.shtml>.

## **Title IX Coordinator & Title IX Team**

Steven R. Alfred

**Title IX Coordinator**

Office of Diversity and Equity

University of Maryland Global Campus

3501 University Blvd, East

Room 2316

Adelphi, MD 20783

Phone: (301) 985-7930

Cell/Text: (301) 887-7295

[titleixcoordinator@UMGC.edu](mailto:titleixcoordinator@UMGC.edu)

**Title IX Investigator-stateside**

Phone: (301) 985-7931

[TitleIX/EOStatesideInvestigator@umgc.edu](mailto:TitleIX/EOStatesideInvestigator@umgc.edu)

**Title IX Investigator-Asia**

University of Maryland Global Campus Asia

CIV +49(0)631 5600090090

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**Title IX Investigator-Europe**

University of Maryland Global Campus Europe

CIV +49(0)631 5600090090

[titleixinvestigator-overseas@umgc.edu](mailto:titleixinvestigator-overseas@umgc.edu)

## **External Confidential Support Services**

- National Sexual Assault Hotline: 1-800-656-HOPE (4673)
- Maryland Coalition Against Sexual Assault (MCASA)
  - Statewide Sexual Assault Information and Referral help line 1-800-983-RAPE
- Sexual Assault Legal Institute (SALI)
  - For more information, contact MCASA's SALI at 301-565-2277, or toll-free at 877-496-SALI
  - The Sexual Assault Legal Institute (SALI) is a program of the Maryland Coalition Against Sexual Assault (MCASA). SALI provides direct legal services for victims and survivors of sexual assault. SALI also provides technical assistance and training for attorneys, rape crisis and recovery center staff and volunteers, and other professionals working with survivors.
- Domestic Violence and Sexual Assault Center at Dimensions Healthcare, Prince George's Hospital (DVSAC)
  - For more information, contact 301-618-3154 The Domestic Violence and Sexual Assault Center provides a range of medical and counseling services to victims of sexual assault and abuse, including, but not limited, crisis and follow-up counseling and forensic examinations.

## **UMGC Stateside Crime Statistics**

UMGC reviewed applicable agreements and documentation for all sites where it offers educational services and found that a significant number of previously reported locations were unreportable due to the lack of requisite control by UMG. As a result, we now only have 7 separate campus and 4 noncampus locations for the purpose of the Clery Act.



The following tables provide the available statistics for specific crimes reported to a campus security authority and/or local law enforcement, as applicable, for the calendar years 2020, 2021, and 2022. UMGC is required to report the crimes: (1) on campus, (2) in dormitories or other residential facilities for students on campus, (3) in or on a noncampus building or property, or (4) on public property. **UMGC does not have dormitories or other residential facilities for students.**

Statistics disclosed herein are dependent on the ability of law enforcement agencies to accurately provide the information requested. If you would like additional information on any of the reported crimes, please contact the Director of Security at 301-985-7471.

In addition to the UMGC Adelphi Headquarters, UMGC on-campus stateside civilian locations include:

- Academic Center at Largo, 1616 McCormick Drive, Largo, Maryland 20774
- Dorsey Station, 6865 Deerpath Road, Elkridge, Maryland 21075
- Hagerstown Center, 32 West Washington Street, Hagerstown, Maryland 21740
- UMGC at LaPlata, 8730 Mitchell Road, La Plata MD 20646
- Universities at Shady Grove, 9636 Gudelsky Drive, Rockville, Maryland, 20850

UMGC noncampus stateside civilian locations:

- UMGC Fayetteville, 201 South McPherson Church Road, Fayetteville, North Carolina 28306
- UMGC Killeen, 2710 Clear Creek Road, Killeen, Texas 76549
- UMGC Pearl City, 98-1238 Kaahumanu St. Suite 404 Pearl City, HI 96782
- UMGC San Antonio, 6100 Bandera Road Ste. 401, San Antonio, TX 78238
- UMGC San Diego, 3444 Camino Del Rio North, San Diego, California 92108
- National Landing, 241 S. 18<sup>th</sup> Street Ste. 305, Arlington, VA 22202
- Thomas Nelson, 525 Butler Farm Road, Hampton 3 Bldg., Hampton, VA 23666

**Adelphi Headquarters**  
**University of Maryland Global Campus**  
**3501 University Boulevard East, Adelphi, MD 20783**

- For emergencies or to report a crime, call 911 or the UMD Department of Public Safety at 301-405-3333.
- For an escort or to reach the UMGC Security Department, call 301-985-7371 or dial x7371 from any on-campus phone. Emergency phones are located throughout the parking garage.
- To receive text alerts for emergencies, severe weather alerts, crime alerts, and school closings, please sign up for the [UMGC emergency notification system](#).
- UMGC Headquarters Security hours of operation: Daily, 24 hours.
- More information: [UMGC Security](#)

CRIME STATISTICS					
Crime	Year	On-Campus	Noncampus <sup>2</sup>	Public Property	Total
Murder/Non-Negligent Manslaughter	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Negligent Manslaughter	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Rape	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	3	0	3
Fondling	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	1	0	1
Incest	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Statutory Rape	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Robbery	2022	0	1	0	1
	2021	0	1	0	1
	2020	0	6	0	6
Aggravated Assault	2022	0	1	0	1
	2021	0	14	0	14
	2020	0	9	0	9

Burglary / B&E	2022	2	0	0	2
	2021	0	6	0	6
	2020	1	28	0	29
Motor Vehicle Theft	2022	0	4	0	4
	2021	0	6	0	6
	2020	0	28	0	28
Arson	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	2	0	2
Hate Crimes <sup>1</sup>	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
<b>Violence Against Women Act (VAWA)</b>					
Dating Violence	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Domestic Violence	2022	0	0	0	0
	2021	0	8	0	8
	2020	0	13	0	13
Stalking	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
<b>Arrests</b>					
Liquor Law Violation Arrests	2022	0	0	0	0
	2021	0	1	0	1
	2020	0	13	0	13
Drug Law Violation Arrests	2022	0	0	0	0
	2021	1	4	0	5
	2020	0	6	0	6
Illegal Weapons Possession Arrests	2022	0	0	0	0
	2021	0	7	0	7
	2020	0	5	0	5
<b>Campus Disciplinary Referrals</b>					
Liquor Law Violation Referrals	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0

Drug Law Violation Referrals	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Illegal Weapons Possession Referrals	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
<b>Footnotes:</b>					
1	Hate Crimes are crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived Race, Gender, Religion, Sexual Orientation, National Origin, Gender Identity, Ethnicity, or Disability. Hate crimes are reported for the crimes of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crime involving bodily injury, as well as, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism.				
2	Noncampus crimes include locations listed above under <b>UMGC Stateside Crime Statistics</b> and only at those specific buildings that UMGC utilizes for classes.				

**\* UMGC does not have any on-campus student housing facilities.**

Year	Total Unfounded Crimes
2022	0
2021	0
2020	0

**Academic Center at Largo**  
**1616 McCormick Drive, Largo, MD 20774**  
**\*\* The UMGC Largo location was sold in March of 2023\*\***

- For emergencies or to report a crime, call 911 or the Prince George's County Police Department at 301-352-1200.
- For an escort or to reach the UMGC Security Department, call 240-684-2911 or dial x2911 from any on-campus phone.
- To receive text alerts for emergencies, severe weather alerts, crime alerts, and school closings, please sign up for the [UMGC emergency notification system](#).
- UMGC Largo Security hours of operation: Monday through Friday, 8 a.m.-6 p.m.
- More information: [UMGC Security](#)

CRIME STATISTICS				
Crime	Year	On-Campus	Public Property	Total
Murder/Non-Negligent Manslaughter	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Negligent Manslaughter	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Rape	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Fondling	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Incest	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Statutory Rape	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Robbery	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Aggravated Assault	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Burglary / B&E	2022	0	0	0
	2021	0	0	0

	2020	0	0	0
Motor Vehicle Theft	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Arson	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Hate Crimes <sup>1</sup>	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
<b>Violence Against Women Act (VAWA)</b>				
Dating Violence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Domestic Violence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Stalking	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
<b>Arrests</b>				
Liquor Law Violation Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Drug Law Violation Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Illegal Weapons Possession Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
<b>Campus Disciplinary Referrals</b>				
Liquor Law Violation Referrals	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Drug Law Violation Referrals	2022	0	0	0
	2021	0	0	0

	2020	0	0	0
Illegal Weapons Possession Referrals	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
<b>Footnotes:</b>				
1	Hate Crimes are crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived Race, Gender, Religion, Sexual Orientation, National Origin, Gender Identity, Ethnicity, or Disability. Hate crimes are reported for the crimes of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crime involving bodily injury, as well as, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism.			
2	Verified an incident was not reported to UMGC Security. Since information was provided for our inquiry, we are including in report. Information from case number provided by police states "Sig4 Just needed case numbers for reference."			

**\* UMGC does not have any on-campus student housing facilities.**

Year	Total Unfounded Crimes
2022	0
2021	0
2020	0

**Dorsey Station**  
**6865 Deerpath Rd, Elkridge, MD 21075**

- For emergencies or to report a crime, call 911 or the Howard County Police Department at 410-313-2200.
- To receive text alerts for emergencies, severe weather alerts, crime alerts, and school closings, please sign up for the [UMGC emergency notification system](#) or the [Howard County emergency notification system](#).
- Dorsey Station main office: 443-459-3500.
- More information: [UMGC Security](#)

CRIME STATISTICS				
Crime	Year	On-Campus	Public Property	Total
Murder/Non-Negligent Manslaughter	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Negligent Manslaughter	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Rape	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Fondling	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Incest	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Statutory Rape	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Robbery	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Aggravated Assault	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Burglary / B&E	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Motor Vehicle Theft	2022	0	0	0
	2021	0	0	0
	2020	0	0	0



Arson	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Hate Crimes <sup>1</sup>	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
<b>Violence Against Women Act (VAWA)</b>				
Dating Violence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Domestic Violence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Stalking	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
<b>Arrests</b>				
Liquor Law Violation Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Drug Law Violation Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Illegal Weapons Possession Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
<b>Campus Disciplinary Referrals</b>				
Liquor Law Violation Referrals	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Drug Law Violation Referrals	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Illegal Weapons Possession Referrals	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
<b>Footnotes:</b>				

1

Hate Crimes are crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived Race, Gender, Religion, Sexual Orientation, National Origin, Gender Identity, Ethnicity, or Disability. Hate crimes are reported for the crimes of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crime involving bodily injury, as well as, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism.

**\* UMGC does not have any on-campus student housing facilities.**

Year	Total Unfounded Crimes
2022	0
2021	0
2020	0

**Hagerstown Center**  
**32 West Washington Street, Hagerstown, MD 21740**

- For emergencies or to report a crime, call 911 or the Hagerstown Police Department at 240-527-2762.
- To receive text alerts for emergencies, severe weather alerts, and crime alerts, please sign up for the [Washington County emergency notification system](#).
- More information: [Hagerstown Security](#)

CRIME STATISTICS				
Crime	Year	On-Campus	Public Property	Total
Murder/Non-Negligent Manslaughter	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Negligent Manslaughter	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Rape	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Fondling	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Incest	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Statutory Rape	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Robbery	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Aggravated Assault	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Burglary / B&E	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Motor Vehicle Theft	2022	0	0	0

	2021	0	0	0
	2020	0	0	0
Arson	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Hate Crimes <sup>1</sup>	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
<b>Violence Against Women Act (VAWA)</b>				
Dating Violence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Domestic Violence	2022	0	0	0
	2021	1	0	1
	2020	0	0	0
Stalking	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
<b>Arrests</b>				
Liquor Law Violation Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Drug Law Violation Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Illegal Weapons Possession Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
<b>Campus Disciplinary Referrals</b>				
Liquor Law Violation Referrals	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Drug Law Violation Referrals	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
	2022	0	0	0

Illegal Weapons Possession Referrals	2021	0	0	0
	2020	0	0	0
<b>Footnotes:</b>				
1	<p>Hate Crimes are crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived Race, Gender, Religion, Sexual Orientation, National Origin, Gender Identity, Ethnicity, or Disability. Hate crimes are reported for the crimes of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crime involving bodily injury, as well as, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism.</p>			

**\* UMGC does not have any on-campus student housing facilities.**

Year	Total Unfounded Crimes
2022	0
2021	0
2020	0

**UMGC at La Plata**  
**8730 Mitchell Road, La Plata MD 20646**

**Contents from the Waldorf Center were moved to this location in May 2020, but no employees or students have occupied the space due to the Covid-19 Pandemic.**

- For emergencies or to report a crime, call 911 or the Charles County Sheriff's office at 301-932-2222.
- To receive text alerts for emergencies, severe weather alerts, crime alerts, and school closings, please sign up for the [UMGC emergency notification system](#) and the [Charles County emergency notification system](#).
- Waldorf Center for Higher Education Public Safety hours of operation: Monday through Thursday, 6 a.m.-10:30 p.m.
- More information: [College of Southern Maryland Campus Public Safety](#) or [UMGC Security](#)

CRIME STATISTICS				
Crime	Year	On-Campus	Public Property	Total
Murder/Non-Negligent Manslaughter	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Negligent Manslaughter	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Rape	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Fondling	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Incest	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Statutory Rape	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Robbery	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Aggravated Assault	2022	0	0	0
	2021	0	0	0
	2020	0	0	0

Burglary / B&E	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Motor Vehicle Theft	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Arson	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Hate Crimes <sup>1</sup>	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
<b>Violence Against Women Act (VAWA)</b>				
Dating Violence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Domestic Violence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Stalking	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
<b>Arrests</b>				
Liquor Law Violation Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Drug Law Violation Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Illegal Weapons Possession Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
<b>Campus Disciplinary Referrals</b>				
Liquor Law Violation Referrals	2022	0	0	0
	2021	0	0	0
	2020	0	0	0

Drug Law Violation Referrals	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Illegal Weapons Possession Referrals	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
<b>Footnotes:</b>				
1	Hate Crimes are crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived Race, Gender, Religion, Sexual Orientation, National Origin, Gender Identity, Ethnicity, or Disability. Hate crimes are reported for the crimes of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crime involving bodily injury, as well as, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism.			

**\* UMGC does not have any on-campus student housing facilities.**

<b>Year</b>	<b>Total Unfounded Crimes</b>
2022	0
2021	0
2020	0

Contents from the Waldorf Center were moved to this location in May 2020, but no employees or students have occupied the space due to the Covid-19 Pandemic.



**Universities at Shady Grove**  
**9636 Gudelsky Drive, Rockville, Maryland, 20850**

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 Global 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 at (<http://www.shadygrove.umd.edu/about/public-safety/>).

<b>The Universities at Shady Grove<sup>(1)</sup></b>					
<b>Crime Report Statistics <sup>(4)</sup></b>					
<b>Category</b>	<b>Year</b>	<b>On Campus</b>	<b>Noncampus</b>	<b>Public Property<sup>(2)</sup></b>	<b>Total</b>
<b>Murder &amp; Non-Negligent Manslaughter</b>	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
<b>Negligent Manslaughter</b>	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
<b>Rape</b>	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
<b>Fondling</b>	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
<b>Incest</b>	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
<b>Statutory Rape</b>	2022	0	0	0	0
	2021	0	0	0	0

	2020	0	0	0	0
Robbery	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Aggravated Assault	2022	0	0	1	1
	2021	0	0	0	0
	2020	0	0	0	0
Burglary	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Arson	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Hate Crimes <sup>(3)</sup>	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
<b>Violence Against Women Act (VAWA)</b>					
Domestic Violence <sup>(5)</sup>	2022	0	0	0	0
	2021	1	0	0	1
	2020	0	0	0	0
Dating Violence <sup>(5)</sup>	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Stalking <sup>(5) (7)</sup>	2022	0	0	0	0
	2021	0	0	0	0
	2020	1	0	0	1
<b>Arrest Statistics</b>					
Liquor Law Violation Arrests	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Drug Law Violation Arrests	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Illegal Weapons Possession Arrests	2022	0	0	0	0
	2021	1	0	0	1

	2020	0	0	0	0
<b>Campus Disciplinary Referrals<sup>(6)</sup></b>					
Liquor Law Violation Referrals	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Drug Law Violation Referrals	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Illegal Weapons Violation Referrals	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
<b>Footnotes:</b>					
1	The Universities at Shady Grove (USG) is a Regional Center for the University System of Maryland (USM). Degree programs provided by 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 on public property immediately adjacent to and accessible from the campus, but not on USG 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), Ethnicity (E), Disability (D), Gender Identity (GI), or National Origin (NO). Any numbers in small-print parentheses would indicate how many of the total number or reported incidents were motivated by each type of bias.				
4	Statistics on this chart are a summation of records requested and received from the Montgomery County Police Dept. (which includes all Rockville City Police Dept. records) and the Maryland State Police. This chart additionally include all Clery reportable statistics reported to USG security officers or other Campus Security Authorities, including those reported to partner institution CSAs.				
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 Security Authorities or where enough information is known to allow classification.				
6	Individuals not arrested but referred for possible campus disciplinary action (e.g. first offenders required to attend educational programs.)				
7	Unfounded reports are classified as unfounded based on the results of a full investigation and evidence conducted by sworn law enforcement personnel that determine the crime report is false or baseless. Reported crimes may not be classified as unfounded (or otherwise withheld or subsequently removed) based on a decision by a court, coroner, jury, prosecutor, or other similar non-campus official.				

**\* UMGC does not have any on-campus student housing facilities.**

Year	Total Unfounded Crimes
2022	0
2021	0
2020	0

## **UMGC EUROPE**

### **(Headquarters in Kaiserslautern, Germany)**

### **UMGC Europe Safety and Security**

This report is prepared in cooperation with military security/police forces, Office of Legal Affairs, Diversity and Equity Office, Military Partnerships and UMGC Europe Director's Office and Human Resources Office. Campus crime, arrests and referral statistics include those reported to campus officials (including but not limited to department heads, education coordinators, regional directors and military Education Service Officers) and base security/police forces. All criminal incidents are classified in accordance with the FBI Uniform Crime reporting Guidelines.

UMGC Europe is headquartered in Kaiserslautern, Germany. Classes are offered at several U.S. military installations throughout Europe and the Middle East.

### **Compiling the Annual Security Report**

The Facilities Management Department at UMGC has the overall responsibility of preparing the annual security report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Senior Emergency Management Specialist collaborates with several university offices and external agencies to include; Campus Security, Office of Legal Affairs, Diversity and Equity Office, Office of Military Partnerships, the overseas divisions of Europe and Asia, University of Maryland Department of Public Safety, Prince George's County Police department and other local law enforcement agencies, to compile information within the report. Each entity provides information on their educational efforts and programs. Campus crime, arrest, and referral statistics include those reported to Campus Security, Campus Security Authorities and local law enforcement.

The Annual Security Report is available no later than October 1 of every year. UMGC distributes an email correspondence to all current faculty, staff and students providing a direct link to the report. The current Annual Security report and reports for the previous 7 years are available on the web site: <http://www.UMGC.edu/current-students/student-life-and-support/safety-and-security/annual-report.cfm>. If you wish to receive a copy of the current Annual Safety and Security Report, contact the UMGC Senior Emergency Manager at 301-985-7139 or email security at [security@UMGC.edu](mailto:security@UMGC.edu).

Prospective students and employees can obtain a copy of the current Annual Security report and reports for the previous 7 years on the web site: <http://www.UMGC.edu/current-students/student-life-and-support/safety-and-security/annual-report.cfm>. If you wish to receive a copy of the current Annual Safety and Security Report, contact the UMGC Senior Emergency Manager at 301-985-7139 or email security at [security@UMGC.edu](mailto:security@UMGC.edu).

### **Crime Statistics**

The statistics are collected for four types of properties: (a) on campus, (b) in dormitories or other residential facilities for students on campus, (c) in or on a non-campus building or property, or (d) on public property. **Campus** is defined as "(1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor)." **Noncampus** building or property is defined as "(1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution." **Public Property** is defined as "public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus."

All criminal incidents are classified in accordance with the FBI Uniform Crime reporting Guidelines.

## Cooperation with Law Enforcement

UMGC Security personnel have no arrest powers but provide a uniformed security presence. They have the authority to issue parking citations, ask individuals for their identification and determine whether individuals have lawful business at UMG. UMG Security maintains a close working relationship with local, state, and federal law enforcement agencies, such as, the University of Maryland Department of Public Safety and Prince Georges County Police department, as well as other law enforcement agencies and first responders.

The University does not have a written memorandum of understanding with any law enforcement agency, however, UMG Security interacts and communicates with local agencies during and after incidents, as well as, on joint efforts to promote a safer campus.

### **To report a crime or an emergency situation at any of the installations, contact:**

112 - Cell Phone (German Emergency Assistance)

112 - DSN (On Post Emergency Assistance)

112 emergency phone number also works on Air Force Bases in Europe, in every EU country, and in over 70 countries worldwide.

The Education Centers at the local military installations ordinarily close between 2200 and 2300 (10:00p.m. and 11:00 p.m.) each evening or when all evening activities conclude. High schools on the installations, where UMG classes are often held, close at similar times.

UMG Europe does not recognize any noncampus student organizations. Therefore, UMG does not monitor criminal activity that students engage in noncampus. UMG Europe does not have any student on-campus housing.

UMG Europe offers Emergency Preparedness information to employees during new hire orientations and has links to important security related information available on ENGAGE. Information provided includes and is not limited to the USAREUR Reporting Portal (for threats, crimes, and suspicious activity), emergency response numbers, and UMG's Response Emergency Assessment Crisis Team. Furthermore, the mandatory training, as per our overseas contract, that all UMG Europe employees are required to complete includes topics related to crime prevention and reporting (i.e. Combating Trafficking in Persons, iWATCH, and Preventing Sexual Harassment/Assault). UMG Europe does not provide programs to inform students about crime prevention, outside of programs related to sexual misconduct, since base security/military police on each installation are responsible for base security. Each military installation provides members of the community (to include our students, staff, and faculty) with resources on crime prevention and reporting, such as free pamphlets, pocket sized emergency contact information cards, etc.

Additionally, the local garrisons offer community level, instructor led face to face training open to the military community on topics including emergency preparedness, Anti-terrorism/Force Protection, Operations Security (OPSEC), Threat Awareness and Reporting Program (TARP), and iWATCH. This training includes information and updates relevant to the sites and is mandatory (on an annual basis) for service members and DOD civilians/contractors.

The University does not have a policy that allows victims or witnesses to make confidential reports for inclusion in this Annual Report, other than under UMG's Sexual Misconduct Policy (see the Sexual Misconduct Policy on page 77 for more information). However, if an individual is interested in making a report, he or she should contact the UMG Director of Security at 301-985-7471 and every effort will be made to ensure that the individual's identity remains confidential.

For additional information regarding base security and emergency response procedures, please contact the 569 US Forces Police at 489-6060/7070 or 0631-5366060 or your local base security force or military police. UMG Europe encourages students and employees to be responsible for their own security and the security of others.

## Timely Warning

Systems and procedures for mass notification of emergency situations vary by installation and by service branch. Dependent upon the nature of the emergency, personnel may be notified via 1) "Big Voice" loudspeaker system, 2) text message/email notifications from the

local military alert system, 3) phone/email notification initiated by their Unit Commander and Leadership.

Emergency notifications and security updates are disseminated to staff and faculty via broadcast email messages and via phone calls or face to face, if necessary. Notifications are sent through the HR office or through the Director's office. Active duty military students are typically notified through their chain of command/units. DOD contractors are notified through their leadership. Family members are notified through their sponsor.

In emergency situations UMGC will contact students only when emergencies or severe weather conditions impact class schedules or use of education facilities. All student notifications would reference the military installation official announcement and be delivered primarily via social media announcements and emails to impacted students.

For information regarding base warning systems, please contact your local base security forces or military police.

## **Security Awareness and Crime Prevention Strategies**

We all must work together to maintain a safe and secure environment. Heighten your security awareness and remain vigilant. Know your surroundings and who or what should or should not be there. If you have a concern or see something suspicious, report it immediately to security or law enforcement.

Be cautious and suspicious of:

- Any odd or out of the ordinary occurrences
- Suspicious behavior
- Strange or peculiar activity
- Unattended backpacks, briefcases, etc.
- Packages, envelopes that do not appear normal
- Strange or illegally parked vehicles

In accordance with the Threat Awareness and Reporting Program (AR 381-12), if you encounter a suspicious situation or person:

DO:

- Be observant and attentive
- Remember details
- Act noncommittal/ask for time

DO NOT:

- Investigate on your own
- Commit yourself to anything
- Discuss incident with anyone except US Army Intelligence Special Agents

You can minimize your chances of becoming a victim of crime if you know what situations to avoid and what preventive actions to take. Common-sense prevention skills can help make life at work safer for all.

- Trust your instincts. They are a natural gift that tells you when something is wrong.
- Be ready to take protective action if necessary. This could be something as simple as crossing the street and entering a populated area.
- Never leave valuables unattended and unsecured.
- Before you exit your car or building, check your surroundings for suspicious looking people and vehicles.
- Walk confidently and briskly.
- Scan the area around your car as you approach. If you see someone loitering around your vehicle, walk past until they leave.

- Always lock your office and any unoccupied room, even when leaving for only a moment.
- Check the identity of any strangers who are in your work area office - offer your assistance and ask them whom they are visiting and if you can help them find that person. If they make you uncomfortable, report your suspicions.
- Always let someone know where you'll be - whether you're coming in late, working late, going to lunch, or to a meeting.
- Be discreet - don't advertise your social life and vacation plans or those of others to people visiting or calling.
- Be cautious in restrooms. Attackers can hide in stalls and corners.
- Leaving late - create a buddy system for walking to the parking lot/garage.

#### Safe Social Networking:

- Be cautious when accepting friend requests and interacting with people online.
- Don't share information that you don't want to become public.
- Providing too much information in your profile can leave you exposed to people who want to steal your identity or steal sensitive information.
- When using Facebook and other social media platforms, do not post personally identifiable information.
- Take a close look at all privacy settings. Set security options to allow visibility to "friends only."
- Geotagging is a feature that reveals your location to other people within your network. Consider turning off the GPS function of your smartphone.

Safety and Security is the responsibility of everyone. For more information on security awareness and crime prevention measures please visit the UMGC Security website at <http://www.UMGC.edu/security/> or contact your base security/military police force.

### Response Emergency Assessment Crisis Team (REACT)

The Response Emergency Assessment Crisis Team (REACT) is dedicated to coordinating a proactive and planned approach to facilitate the early identification, prevention, assessment and management of serious interpersonal distress and/or harmful, disruptive behavior that threatens the safety and well-being of University of Maryland Global Campus students, faculty, staff and guests.

The team will review concerns raised by members of the UMGC community. It is the responsibility of the staff, faculty and students to immediately [report](#) any situation that could result in harm to anyone at the university. The reports may come directly to the review team depending on the nature of the concern. **However, when there is a life-threatening emergency or an active or immediate risk of violence to self or others, contact the police at 911 or the [local military police/security force](#) that has jurisdiction over your location.**

For more information or to report your concerns please visit UMGC's [REACT web page](#), or contact [react@UMGC.edu](mailto:react@UMGC.edu).

### Sexual Misconduct Policy

The University System of Maryland (USM) and UMGC are committed to providing a working and learning environment free from sexual misconduct and harassment, including sexual and gender-based harassment, sexual violence, sexual assault, dating violence, domestic violence, sexual exploitation, and sexual intimidation.

For USM's Policy on Sexual Misconduct, visit <http://www.usmd.edu/regents/bylaws/SectionVI/VI160.pdf>.

For UMGC's Policy on Sexual Misconduct, see <https://www.UMGC.edu/policies/adminpolicies/admin04100.cfm>.

UMGC Policy 041.00 expressly prohibits sexual misconduct, a form of sex discrimination. Consistent with the USM policy, UMGC's Sexual Misconduct policy explicitly prohibits sexual harassment, sexual assault including but not limited to dating violence, domestic violence, sexual exploitation, sexual intimidation, sexual violence, and stalking. These terms are defined within UMGC's policy. Sexual misconduct is an umbrella term that encompasses Dating Violence, Domestic Violence, Sexual Violence, Sexual Harassment, Sexual Assault, Sexual Coercion, Sexual Exploitation, Sexual Intimidation, Relationship Violence and Stalking. Sexual Misconduct can be committed by any person, regardless of gender identity and can occur between people of the same or different sex, sexual orientation, or gender expression. UMGC defines consent as 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. Lastly, retaliation against anyone who reports Sexual Misconduct, participates in an investigation of a complaint, supports a complaint, or testifies concerning a complaint is expressly prohibited by this Policy.

## **Investigative and Adjudicative Procedures Under UMGC Policy**

UMGC's Investigative and Adjudicative Procedures provides for the prompt and equitable investigation and adjudication of complaints of sexual misconduct of which UMGC has Actual Knowledge. "Actual Knowledge" as also defined in the Policy, means notice of Sexual Misconduct or allegations of Sexual Misconduct has been given to UMGC's Title IX Coordinator or a designated official of UMGC, as identified in the Policy, who has the authority to institute corrective measures on UMGC's behalf. While prompt reporting may aid an investigation, there is no time limit imposed as to when a Formal Complaint may be initiated.

After an incident of Sexual Misconduct has occurred the person subjected to the misconduct or a third party, such as UMGC students, staff not designated as Responsible Employees and members of the public are strongly encouraged to report the misconduct to the Title IX Coordinator, a member of the Title IX team, any person defined as a Responsible Employee under the policy, UMGC security, local law enforcement and/or medical personnel. UMGC policy also provides for the confidential reporting to the Ombud's office. All Responsible Employees are required to notify the Title IX Coordinator, or a member of the Title IX team, of any report or incident of sexual misconduct.

Persons subjected to sexual assault, or third parties are strongly encouraged to contact law enforcement or medical personnel as soon as possible following an occurrence to receive guidance in the preservation of evidence needed for proof of criminal acts and the apprehension and prosecution of assailants. The Title IX Coordinator, members of the Title IX Team, UMGC Security or the Confidential Employee will assist in notification of noncampus authorities at the request of the person subjected to sexual assault. The Title IX Coordinator, members of the Title IX Team, UMGC Security or the Confidential Employee will also assist the person subjected to sexual assault obtain medical attention, if the person subjected to sexual assault chooses, including providing transportation to the hospital or other emergency medical facility equipped with the Maryland State Police sexual assault evidence collection kit if the reported assault occurs stateside. UMGC will contact local law enforcement when legally required to do or when there is a direct threat to the UMGC community.

Once the Title IX Coordinator receives a report, the Title IX Coordinator will engage in a meaningful dialogue with Complainant and Respondent to determine which supportive measures may restore or preserve equal access to the education program or activity without unreasonably burdening the other Party, including measures designed to protect the safety of all parties or UMGC's educational environment, or deter Sexual Misconduct. If Complainant desires supportive measures, UMGC can, and should, keep Complainant's identity confidential (including from the Respondent), unless disclosing the Complainant's identity is necessary to provide supportive measures for the Complainant (e.g., where a no-contact order is appropriate and the Respondent would need to know the identity of Complainant in order to comply with the no-contact order, or UMGC security is informed about the no-contact order in order to help enforce its terms).

Additionally, the Title IX Coordinator will specifically:

9. Review and provide Complainant and Respondent with a copy of the Policy and Procedures.
10. When applicable notify Complainant of the right to contact law enforcement.
11. When applicable identify for Complainant available medical treatment resources.
12. Inform Complainant about the importance of preserving evidence.
13. Inform Complainant and Respondent about their right to have an Advisor or support person present during any meeting throughout the process.
14. Provide Complainant with a copy of the Notice of Rights for Complainants.
15. Provide Respondent with a copy of the Notice of Rights for Respondents
16. Explain to Complainant and Respondent UMGC's policy prohibiting Retaliation.



## **DISMISSAL**

- C. An Investigation ordinarily will include interviews of the Parties and any witnesses who may have relevant information, unless clearly unreasonable or duplicative of information already gathered; a review of any pertinent documents, medical records, and communications; and may include other actions deemed appropriate by the Investigator(s).
- D. Once the investigation is complete, the Title IX Team Investigator will prepare an investigative report, which will include a summary of the relevant evidence gathered and describes the relevant information learned during the investigation.

Students, faculty and staff found to have violated the Sexual Misconduct Policy will be subject to disciplinary sanctions including but not limited to verbal or written reprimand, disciplinary probation, restitution, suspension, termination or expulsion. Both parties are offered appeal procedures following receipt of the written decision. A prompt, fair and impartial process will be provided from the initial complaint to the result.

UMGC protects the confidentiality of complaints and the parties involved except to the extent that UMG's ability to conduct an effective investigation is jeopardized or as otherwise provided by law, including, but not limited to, the Maryland Public Information Act and any lawfully issued subpoena. Complainants, Respondents, witnesses and all persons involved in investigations or in resolving a complaint of discrimination or harassment, are asked to make good faith efforts to keep confidential all information relating to a complaint. Failure to exercise good faith efforts in maintaining confidentiality may result in disciplinary actions and/or other serious sanctions.

In addition to filing a Sexual Misconduct complaint with the Title IX Coordinator, faculty, staff and students may contact external agencies including the Equal Employment Opportunity Commission (EEOC) or the Maryland Commission on Civil Rights (MCCR). Students may contact the Office for Civil Rights (OCR). A person wishing to file a complaint with an external agency is encouraged contact the appropriate agency promptly in order to verify the time limits and deadlines for filing complaints.

Please refer to UMG's Investigative and Adjudicative Procedures for a complete description of procedures including but not limited to anticipated timelines, written notifications and the rights of parties.

## **Prevention and Awareness Programs**

UMGC shall continue to take steps to prevent the occurrence of Sexual Misconduct and remedy its discriminatory effects. Education is an extremely important tool in eradicating discrimination and sexual harassment from the UMG workplace and educational programs. All students and employees of UMG will be required to complete Sexual Misconduct training offered online by the Office of Diversity and Equity. Compliance therewith will be monitored by the Title IX Coordinator, the Chief Diversity Officer and the Fair Practices and Equal Opportunity Officer. In addition to the online training, the Title IX coordinator will ensure that all persons involved in the administration of Sexual Misconduct cases obtain annual training in receiving, reporting, and handling of Sexual Misconduct cases.

In accordance with Federal and USM requirements, UMG's efforts to create a learning environment free from sex based discrimination include but are not limited to providing all newly admitted students with Sexual Misconduct prevention training, and conducting a bi-annual sexual misconduct climate survey designed to assess how students view UMG's efforts to educate the student community about sexual misconduct; how UMG would respond to reported incidents of sexual misconduct, and whether students view their participation in UMG programs and activities as being safe and free from sex based discrimination.

## **Sex Offender Registry**

The federal Campus Sex Crimes Prevention Act of 2000 (CSCPA) provides for the tracking of convicted sex offenders enrolled at or employed by higher education institutions. This act is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The CSCPA amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

In accordance with applicable law(s), state and local law enforcement agencies must provide colleges and universities in their jurisdiction with a list of registered sex offenders who have indicated they are enrolled, employed by or working at the institution. UMGC's global reach may require an individual to research or register at multiple locations. The following link should be used for the current locations: <https://www.umgc.edu/locations/index.cfm>. The specific address for the location should be used when searching for registered sex offenders. A list of all registered sex offenders in Maryland, including registrants employed or enrolled at Maryland institutions of higher education, is available from the state Department of Public Safety and Correctional Services (required under Section 121 of the Adam Walsh Child Protection and Safety Act of 2006) at <http://www.dpscs.state.md.us/onlineservs/socem/default.shtml>.

## **Title IX Coordinator & Title IX Team**

**Steven R. Alfred**

**Title IX Coordinator**

Office of Diversity and Equity

University of Maryland Global Campus

3501 University Blvd, East

Room 2316

Adelphi, MD 20783

Phone: (301) 985-7930

Cell/Text: (301) 887-7295

[titleixcoordinator@UMGC.edu](mailto:titleixcoordinator@UMGC.edu)

**Title IX Investigator-stateside**

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**Title IX Investigator-Asia**

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## External Confidential Support Services

- National Sexual Assault Hotline: 1-800-656-HOPE (4673)
- Maryland Coalition Against Sexual Assault (MCASA)
  - Statewide Sexual Assault Information and Referral help line 1-800-983-RAPE
- Sexual Assault Legal Institute (SALI)
  - For more information, contact MCASA's SALI at 301-565-2277, or toll-free at 877-496-SALI
  - The Sexual Assault Legal Institute (SALI) is a program of the Maryland Coalition Against Sexual Assault (MCASA). SALI provides direct legal services for victims and survivors of sexual assault. SALI also provides technical assistance and training for attorneys, rape crisis and recovery center staff and volunteers, and other professionals working with survivors.
- Domestic Violence and Sexual Assault Center at Dimensions Healthcare, Prince George's Hospital (DVSAC)
  - For more information, contact 301-618-3154 The Domestic Violence and Sexual Assault Center provides a range of medical and counseling services to victims of sexual assault and abuse, including, but not limited, crisis and follow-up counseling and forensic examinations.

## Collection of Clery Crime Statistics

Campus crime, arrests and referral statistics include those reported to campus security authorities (CSA). A CSA includes campus security or an individual responsible for monitoring the entrance into institutional property; local law enforcement; an official of an institution who has significant responsibility for student and campus activities, including, but not limited to Department Heads, Education Coordinators, Regional Directors and military Education Service Officers. All criminal incidents are classified in accordance with the FBI Uniform Crime reporting Guidelines.

The statistics are collected for four types of properties: (a) on campus, (b) in dormitories or other residential facilities for students on campus, (c) in or on a noncampus building or property, or (d) on public property. **Campus** is defined as “(1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).” **Noncampus** building or property is defined as “(1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.” **Public Property** is defined as “public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.”

**Categories of crime statistics included in this report are:**

**Criminal Offenses** – murder/ non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic violence, dating violence and stalking.

**Hate crimes** – any 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, Sexual Orientation, National Origin, Gender Identity, Ethnicity, or Disability. Hate crimes are reported for the crimes of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crimes involving bodily injury, as well as, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism.

**Arrests and Referrals for Disciplinary Action** - for weapons (carrying or possessing), drug abuse violations and liquor law violations. Campus Disciplinary Referrals are incidents where an individual is not arrested but referred for possible campus disciplinary action (e.g. first offenders required to attend educational programs).

Crime definitions are classified based on the FBI's Uniform Crime Reporting Handbook (UCR) at [https://ucr.fbi.gov/additional-ucr-publications/ucr\\_handbook.pdf](https://ucr.fbi.gov/additional-ucr-publications/ucr_handbook.pdf) and the FBI's National Incident-Based Reporting System (NIBRS) <https://www.fbi.gov/about-us/cjis/ucr/nibrs/nibrs-user-manual>.

## Crime Definitions

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

**Criminal Homicide – Negligent Manslaughter:** The killing of another person through gross negligence.

**Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- e. **Rape** - The 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.
- f. **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 incapacity.
- g. **Incest**—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- h. **Statutory Rape**—Sexual intercourse with a person who is under the statutory age of consent.

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

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

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

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

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

**Illegal Weapons (Carrying, Possessing, Etc.):** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**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 those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**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.

**Domestic Violence:** Is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: a) length of the relationship, b) the type of relationship, c) the frequency of interaction between the persons involved in the relationship.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

- d. **Course of conduct** means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.
- e. **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
- f. **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Hate Crimes:** A hate crime is defined as any crime that manifests evidence that a victim was selected because of his/her actual or perceived race; gender; gender identity; religion; sexual orientation; ethnicity; national origin or disability.

- e. **Larceny-Theft** (Except Motor Vehicle Theft) - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
- f. **Simple Assault** - An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- g. **Intimidation** - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- h. **Destruction/Damage/Vandalism of Property** - To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## UMGC Europe Crime Statistics

The following tables provide the available statistics for certain crimes reported to a campus security authority, base security force, and/or local law enforcement, as applicable, for the calendar years 2020, 2021, and 2022. UMGC is required to report the crimes: (1) on campus, (2) in dormitories or other residential facilities for students on campus, (3) in or on a noncampus building or property, or (4) on public property. **UMGC Europe does not have dormitories or other residential facilities for students.**

Statistics disclosed are dependent on the ability of law enforcement agencies to accurately provide the information requested.

If you would like additional information, please contact the 569 US Forces Police at 489-6060/7070 or 0631-5366060 or the base security force or military police for your installation.

<b>UMGC Europe Headquarters</b> <b>Hertelsbrunnenring 10, 67657 Kaiserslautern, Germany</b>					
CRIME STATISTICS					
Crime	Year	On-Campus	Noncampus	Public Property	Total
Murder/Non-Negligent Manslaughter	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Negligent Manslaughter	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Rape	2022	1 <sup>1</sup>	0	0	1
	2021	0	0	0	0
	2020	0	0	0	0
Fondling	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Incest	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Statutory Rape	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Robbery	2022	0	0	0	0

<sup>1</sup> This statistic was reported in 2022 but occurred in 1986.

	2021	0	0	0	0
	2020	0	0	0	0
Aggravated Assault	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Burglary / B&E	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Arson	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Hate Crimes <sup>1</sup>	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
<b>Violence Against Women Act (VAWA)</b>					
Dating Violence	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Domestic Violence	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Stalking	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
<b>Arrests</b>					
Liquor Law Violation Arrests	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Drug Law Violation Arrests	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Illegal Weapons Possession Arrests	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
<b>Campus Disciplinary Referrals</b>					

Liquor Law Violation Referrals	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Drug Law Violation Referrals	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Illegal Weapons Possession Referrals	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
<b>Footnotes:</b>					
1	<p>Hate Crimes are crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived Race, Gender, Religion, Sexual Orientation, National Origin, Gender Identity, Ethnicity, or Disability. Hate crimes are reported for the crimes of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crime involving bodily injury, as well as, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism.</p>				

**\* UMGC does not have any on-campus student housing facilities.**

<b>Year</b>	<b>Total Unfounded Crimes</b>
2022	0
2021	0
2020	0



## **UMGC ASIA**

### **(Headquarters in Tokyo, Japan –Yokota Air Base Education Center)**

#### **UMGC Asia Safety and Security**

This report is prepared in cooperation with military security/police forces, Office of Legal Affairs, Diversity and Equity Office, Military Partnerships and UMG Asia Director's Office. Campus crime, arrests and referral statistics include those reported to campus officials (including but not limited to department heads, education coordinators, regional directors and military Education Service Officers) and base security/police forces. All criminal incidents are classified in accordance with the FBI Uniform Crime reporting Guidelines.

UMGC Asia is headquartered in Tokyo, Japan at Yokota Air Base, Building 445. Classes are offered at U.S. military installations throughout Asia.

#### **Compiling the Annual Security Report**

The Facilities Management Department at UMG Asia has the overall responsibility of preparing the annual security report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Senior Emergency Management Specialist collaborates with several university offices and external agencies to include Campus Security, Office of Legal Affairs, Diversity and Equity Office, Office of Military Partnerships, the overseas divisions of Europe and Asia, University of Maryland Department of Public Safety, Prince George's County Police department and other local law enforcement agencies, to compile information within the report. Each entity provides information on their educational efforts and programs. Campus crime, arrest, and referral statistics include those reported to Campus Security, Campus Security Authorities and local law enforcement.

The Annual Security Report is available no later than October 1 of every year. UMG Asia distributes an email correspondence to all current faculty, staff and students providing a direct link to the report. The current Annual Security report and reports for the previous 7 years are available on the web site: <http://www.UMGC.edu/current-students/student-life-and-support/safety-and-security/annual-report.cfm>. If you wish to receive a copy of the current Annual Safety and Security Report, contact the UMG Asia Senior Emergency Manager at 301-985-7139 or email security at [security@UMGC.edu](mailto:security@UMGC.edu).

Prospective students and employees can obtain a copy of the current Annual Security report and reports for the previous 7 years on the web site: <http://www.UMGC.edu/current-students/student-life-and-support/safety-and-security/annual-report.cfm>. If you wish to receive a copy of the current Annual Safety and Security Report, contact the UMG Asia Senior Emergency Manager at 301-985-7139 or email security at [security@UMGC.edu](mailto:security@UMGC.edu).

#### **Crime Statistics**

The statistics are collected for four types of properties: (a) on campus, (b) in dormitories or other residential facilities for students on campus, (c) in or on a noncampus building or property, or (d) on public property. **Campus** is defined as "(1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor)." **Noncampus** building or property is defined as "(1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution." **Public Property** is defined as "public property, including thoroughfares, streets, sidewalks, and parking facilities,

that is within the campus, or immediately adjacent to and accessible from the campus.”

All criminal incidents are classified in accordance with the FBI Uniform Crime reporting Guidelines.

## **Cooperation with Law Enforcement**

UMGC Security personnel have no arrest powers but provide a uniformed security presence. They have the authority to issue parking citations, ask individuals for their identification and determine whether individuals have lawful business at UMG. UMG Security maintains a close working relationship with local, state, and federal law enforcement agencies, such as, the University of Maryland Department of Public Safety and Prince Georges County Police department, as well as, other law enforcement agencies and first responders.

The University does not have a written memorandum of understanding with any law enforcement agency, however, UMG Security interacts and communicates with local agencies during and after incidents, as well as, on joint efforts to promote a safer campus.

### **To report a crime or an emergency situation at any of the installations, contact:**

- 911 from a DSN line for on-base emergency assistance throughout Asia
- 119 for off-base emergency assistance in Japan (including Okinawa) and South Korea
- 911 for on or off-base emergency assistance in Guam

The Education Centers at the local military installations ordinarily close between 2200 and 2300 (10:00p.m. and 11:00 p.m.) each evening or when all evening activities conclude. On occasion, UMG classes are held in high school classrooms on the installation when other facilities are not available. High school classrooms are closed when the class concludes.

UMG Asia does not recognize any noncampus student organizations. Therefore, UMG does not monitor criminal activity that students engage in noncampus. UMG Asia does not have any student on-campus housing.

Base security forces/military police on each installation are responsible for providing programs and information regarding crime prevention and emergency response procedures. Such resources are provided by and available from the military communities to all members of those communities, including students, staff, and faculty. If students and employees have specific concerns regarding campus/base security procedures and practices, they should contact the local base security/military police force.

The University does not have a policy that allows victims or witnesses to make confidential reports for inclusion in this Annual Report, other than under UMG's Sexual Misconduct Policy (see the Sexual Misconduct Policy on page 96 for more information). However, if an individual is interested in making a report, he or she should contact the UMG Director of Security at 301-985-7471 and every effort will be made to ensure that the individual's identity remains confidential.

For additional information regarding base security and emergency response procedures, please contact your local base security forces or military police via the non-emergency number provided by the base operator or directory. UMG Asia encourages students and employees to be responsible for their own security and the security of others.

## **Timely Warning**

Systems and procedures for mass notification of emergency situations vary by installation and by service branch. Dependent upon the nature of the emergency, personnel may be notified via 1) "Big Voice" loudspeaker system, 2) text message/email notifications from the local military alert system, 3) phone/email notification initiated by their Unit Commander.

On Yokota AB, UMGC employees are notified of emergencies and severe weather conditions through a phone and email alert system managed by the Air Force. In addition to these notifications UMGC will follow up on these messages by ensuring they have been distributed to all affected employees through emails, phone calls and text messages, if appropriate.

In emergency situations UMGC will contact students when emergencies or severe weather conditions impact class schedules, use of education facilities, or transportation to and from the Education Center. All student notifications would reference the military installation official announcement and be delivered primarily via social media announcements and emails to impacted students.

For information regarding base warning systems, please contact your local base security forces or military police.

## **Security Awareness and Crime Prevention Strategies**

We all must work together to maintain a safe and secure environment. Heighten your security awareness and remain vigilant. Know your surroundings and who or what should or should not be there. If you have a concern or see something suspicious, report it immediately to security or law enforcement.

Be cautious and suspicious of:

- Any odd or out of the ordinary occurrences
- Suspicious behavior
- Strange or peculiar activity
- Unattended backpacks, briefcases, etc.
- Packages, envelopes that do not appear normal
- Strange or illegally parked vehicles

In accordance with the Threat Awareness and Reporting Program (AR 381-12), if you encounter a suspicious situation or person:

DO:

- Be observant and attentive
- Remember details
- Act noncommittal/ask for time

DO NOT:

- Investigate on your own
- Commit yourself to anything
- Discuss incident with anyone except US Army Intelligence Special Agents

You can minimize your chances of becoming a victim of crime if you know what situations to avoid and what preventive actions to take. Common-sense prevention skills can help make life at work safer for all.

- Trust your instincts. They are a natural gift that tells you when something is wrong.
- Be ready to take protective action if necessary. This could be something as simple as crossing the street and entering a populated area.
- Never leave valuables unattended and unsecured.
- Before you exit your car or building, check your surroundings for suspicious looking people and vehicles.
- Walk confidently and briskly.
- Scan the area around your car as you approach. If you see someone loitering around your vehicle, walk past until

they leave.

- Always lock your office and any unoccupied room, even when leaving for only a moment.
- Check the identity of any strangers who are in your work area office - offer your assistance and ask them whom they are visiting and if you can help them find that person. If they make you uncomfortable, report your suspicions.
- Always let someone know where you'll be - whether you're coming in late, working late, going to lunch, or to a meeting.
- Be discreet - don't advertise your social life and vacation plans or those of others to people visiting or calling.
- Be cautious in restrooms. Attackers can hide in stalls and corners.
- Leaving late - create a buddy system for walking to the parking lot/garage.

#### Safe Social Networking:

- Be cautious when accepting friend requests and interacting with people online.
- Don't share information that you don't want to become public.
- Providing too much information in your profile can leave you exposed to people who want to steal your identity or steal sensitive information.
- When using Facebook and other social media platforms, do not post personally identifiable information.
- Take a close look at all privacy settings. Set security options to allow visibility to "friends only."
- Geotagging is a feature that reveals your location to other people within your network. Consider turning off the GPS function of your smartphone.

Safety and Security is the responsibility of everyone. For more information on security awareness and crime prevention measures please visit the UMGC Security website at <http://www.UMGC.edu/security/> or contact your base security/military police force.

### Response Emergency Assessment Crisis Team (REACT)

The Response Emergency Assessment Crisis Team (REACT) is dedicated to coordinating a proactive and planned approach to facilitate the early identification, prevention, assessment and management of serious interpersonal distress and/or harmful, disruptive behavior that threatens the safety and well-being of University of Maryland Global Campus students, faculty, staff and guests.

The team will review concerns raised by members of the UMGC community. It is the responsibility of the staff, faculty and students to immediately [report](#) any situation that could result in harm to anyone at the university. The reports may come directly to the review team depending on the nature of the concern. **However, when there is a life-threatening emergency or an active or immediate risk of violence to self or others, contact the police at 911 or the [local military police/security force](#) that has jurisdiction over your location.**

For more information or to report your concerns please visit UMGC's [REACT web page](#), or contact [react@UMGC.edu](mailto:react@UMGC.edu).

### Sexual Misconduct Policy

The University System of Maryland (USM) and UMGC are committed to providing a working and learning environment free from sexual misconduct and harassment, including sexual and gender-based harassment, sexual violence, sexual assault, dating violence, domestic violence, sexual exploitation, and sexual intimidation.

For USM's Policy on Sexual Misconduct, visit <http://www.usmd.edu/regents/bylaws/SectionVI/VI160.pdf>.

For UMGC's Policy on Sexual Misconduct, see <https://www.UMGC.edu/policies/adminpolicies/admin04100.cfm>.

UMGC Policy 041.00 expressly prohibits sexual misconduct, a form of sex discrimination. Consistent with the USM policy, UMG's Sexual Misconduct policy explicitly prohibits sexual harassment, sexual assault including but not limited to dating violence, domestic violence, sexual exploitation, sexual intimidation, sexual violence, and stalking. These terms are defined within UMG's policy. Sexual misconduct is an umbrella term that encompasses Dating Violence, Domestic Violence, Sexual Violence, Sexual Harassment, Sexual Assault, Sexual Coercion, Sexual Exploitation, Sexual Intimidation, Relationship Violence and Stalking. Sexual Misconduct can be committed by any person, regardless of gender identity and can occur between people of the same or different sex, sexual orientation, or gender expression. UMG defines consent as 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. Lastly, retaliation against anyone who reports Sexual Misconduct, participates in an investigation of a complaint, supports a complaint, or testifies concerning a complaint is expressly prohibited by this Policy.

## **Investigative and Adjudicative Procedures Under UMG Policy**

UMG's Investigative and Adjudicative Procedures provides for the prompt and equitable investigation and adjudication of complaints of sexual misconduct of which UMG has Actual Knowledge. "Actual Knowledge" as also defined in the Policy, means notice of Sexual Misconduct or allegations of Sexual Misconduct has been given to UMG's Title IX Coordinator or a designated official of UMG, as identified in the Policy, who has the authority to institute corrective measures on UMG's behalf. While prompt reporting may aid an investigation, there is no time limit imposed as to when a Formal Complaint may be initiated.

After an incident of Sexual Misconduct has occurred the person subjected to the misconduct or a third party, such as UMG students, staff not designated as Responsible Employees and members of the public are strongly encouraged to report the misconduct to the Title IX Coordinator, a member of the Title IX team, any person defined as a Responsible Employee under the policy, UMG security, local law enforcement and/or medical personnel. UMG policy also provides for the confidential reporting to the Ombud's office. All Responsible Employees are required to notify the Title IX Coordinator, or a member of the Title IX team, of any report or incident of sexual misconduct.

Persons subjected to sexual assault, or third parties are strongly encouraged to contact law enforcement or medical personnel as soon as possible following an occurrence to receive guidance in the preservation of evidence needed for proof of criminal acts and the apprehension and prosecution of assailants. The Title IX Coordinator, members of the Title IX Team, UMG Security or the Confidential Employee will assist in notification of noncampus authorities at the request of the person subjected to sexual assault. The Title IX Coordinator, members of the Title IX Team, UMG Security or the Confidential Employee will also assist the person subjected to sexual assault obtain medical attention, if the person subjected to sexual assault chooses, including providing transportation to the hospital or other emergency medical facility equipped with the Maryland State Police sexual assault evidence collection kit if the reported assault occurs stateside. UMG will contact local law enforcement when legally required to do or when there is a direct threat to the UMG community.

Once the Title IX Coordinator receives a report, the Title IX Coordinator will engage in a meaningful dialogue with Complainant and Respondent to determine which supportive measures may restore or preserve equal access to the education program or activity without unreasonably burdening the other Party, including measures designed to protect the safety of all parties or UMG's educational environment, or deter Sexual Misconduct. If Complainant desires supportive measures, UMG can, and should, keep Complainant's identity confidential (including from the Respondent), unless disclosing the Complainant's identity is necessary to provide supportive measures for the Complainant (e.g., where a no-

contact order is appropriate and the Respondent would need to know the identity of Complainant in order to comply with the no-contact order, or UMGC security is informed about the no-contact order in order to help enforce its terms).

Additionally, the Title IX Coordinator will specifically:

17. Review and provide Complainant and Respondent with a copy of the Policy and Procedures.
18. When applicable notify Complainant of the right to contact law enforcement.
19. When applicable identify for Complainant available medical treatment resources.
20. Inform Complainant about the importance of preserving evidence.
21. Inform Complainant and Respondent about their right to have an Advisor or support person present during any meeting throughout the process.
22. Provide Complainant with a copy of the Notice of Rights for Complainants.
23. Provide Respondent with a copy of the Notice of Rights for Respondents
24. Explain to Complainant and Respondent UMGC's policy prohibiting Retaliation.

## **DISMISSAL**

- E. An Investigation ordinarily will include interviews of the Parties and any witnesses who may have relevant information, unless clearly unreasonable or duplicative of information already gathered; a review of any pertinent documents, medical records, and communications; and may include other actions deemed appropriate by the Investigator(s).
- F. Once the investigation is complete, the Title IX Team Investigator will prepare an investigative report, which will include a summary of the relevant evidence gathered and describes the relevant information learned during the investigation.

Students, faculty and staff found to have violated the Sexual Misconduct Policy will be subject to disciplinary sanctions including but not limited to verbal or written reprimand, disciplinary probation, restitution, suspension, termination or expulsion. Both parties are offered appeal procedures following receipt of the written decision. A prompt, fair and impartial process will be provided from the initial complaint to the result.

UMGC protects the confidentiality of complaints and the parties involved except to the extent that UMGC's ability to conduct an effective investigation is jeopardized or as otherwise provided by law, including, but not limited to, the Maryland Public Information Act and any lawfully issued subpoena. Complainants, Respondents, witnesses and all persons involved in investigations or in resolving a complaint of discrimination or harassment, are asked to make good faith efforts to keep confidential all information relating to a complaint. Failure to exercise good faith efforts in maintaining confidentiality may result in disciplinary actions and/or other serious sanctions.

In addition to filing a Sexual Misconduct complaint with the Title IX Coordinator, faculty, staff and students may contact external agencies including the Equal Employment Opportunity Commission (EEOC) or the Maryland Commission on Civil Rights (MCCR). Students may contact the Office for Civil Rights (OCR). A person wishing to file a complaint with an external agency is encouraged contact the appropriate agency promptly in order to verify the time limits and deadlines for filing complaints.

Please refer to UMGC's Investigative and Adjudicative Procedures for a complete description of procedures including but not limited to anticipated timelines, written notifications and the rights of parties.

## **Prevention and Awareness Programs**

UMGC shall continue to take steps to prevent the occurrence of Sexual Misconduct and remedy its discriminatory effects. Education is an extremely important tool in eradicating discrimination and sexual harassment from the UMGc workplace and educational programs. All students and employees of UMGc will be required to complete Sexual Misconduct training offered online by the Office of Diversity and Equity. Compliance therewith will be monitored by the Title IX Coordinator, the Chief Diversity Officer and the Fair Practices and Equal Opportunity Officer. In addition to the online training, the Title IX coordinator will ensure that all persons involved in the administration of Sexual Misconduct cases obtain annual training in receiving, reporting, and handling of Sexual Misconduct cases.

In accordance with Federal and USM requirements, UMGc's efforts to create a learning environment free from sex based discrimination include but are not limited to providing all newly admitted students with Sexual Misconduct prevention training, and conducting a bi-annual sexual misconduct climate survey designed to assess how student view UMGc's efforts to educate the student community about sexual misconduct; how UMGc would respond to reported incidents of sexual misconduct, and whether students view their participation in UMGc programs and activities as being safe and free from sex based discrimination.

## **Sex Offender Registry**

The federal Campus Sex Crimes Prevention Act of 2000 (CSCPA) provides for the tracking of convicted sex offenders enrolled at or employed by higher education institutions. This act is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The CSCPA amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

In accordance with applicable law(s), state and local law enforcement agencies must provide colleges and universities in their jurisdiction with a list of registered sex offenders who have indicated they are enrolled, employed by or working at the institution. UMGc's global reach may require an individual to research or register at multiple locations. The following link should be used for the current locations: <https://www.umgc.edu/locations/index.cfm>. The specific address for the location should be used when searching for registered sex offenders. A list of all registered sex offenders in Maryland, including registrants employed or enrolled at Maryland institutions of higher education, is available from the state Department of Public Safety and Correctional Services (required under Section 121 of the Adam Walsh Child Protection and Safety Act of 2006) at <http://www.dpsscs.state.md.us/online/servs/socem/default.shtml>.

## **Title IX Coordinator & Title IX Team**

**Steven R. Alfred**

**Title IX Coordinator**

Office of Diversity and Equity

University of Maryland Global Campus

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Adelphi, MD 20783

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### **External Confidential Support Services**

- National Sexual Assault Hotline: 1-800-656-HOPE (4673)
- Maryland Coalition Against Sexual Assault (MCASA)
  - Statewide Sexual Assault Information and Referral help line 1-800-983-RAPE
- Sexual Assault Legal Institute (SALI)
  - For more information, contact MCASA's SALI at 301-565-2277, or toll-free at 877-496-SALI
  - The Sexual Assault Legal Institute (SALI) is a program of the Maryland Coalition Against Sexual Assault (MCASA). SALI provides direct legal services for victims and survivors of sexual assault. SALI also provides technical assistance and training for attorneys, rape crisis and recovery center staff and volunteers, and other professionals working with survivors.
- Domestic Violence and Sexual Assault Center at Dimensions Healthcare, Prince George's Hospital (DVSAC)
  - For more information, contact 301-618-3154 The Domestic Violence and Sexual Assault Center provides a range of medical and counseling services to victims of sexual assault and abuse, including, but not limited, crisis and follow-up counseling and forensic examinations.



## Collection of Clery Crime Statistics

Campus crime, arrests and referral statistics include those reported to campus security authorities (CSA). A CSA includes campus security or an individual responsible for monitoring the entrance into institutional property; local law enforcement; an official of an institution who has significant responsibility for student and campus activities, including, but not limited to Department Heads, Education Coordinators, Regional Directors and military Education Service Officers. All criminal incidents are classified in accordance with the FBI Uniform Crime reporting Guidelines.

The statistics are collected for four types of properties: (a) on campus, (b) in dormitories or other residential facilities for students on campus, (c) in or on a noncampus building or property, or (d) on public property. **Campus** is defined as “(1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).” **Noncampus** building or property is defined as “(1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.” **Public Property** is defined as “public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.”

### Categories of crime statistics included in this report are:

**Criminal Offenses** – murder/ non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic violence, dating violence and stalking.

**Hate crimes** – any 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, Sexual Orientation, National Origin, Gender Identity, Ethnicity, or Disability. Hate crimes are reported for the crimes of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crimes involving bodily injury, as well as, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism.

**Arrests and Referrals for Disciplinary Action** - for weapons (carrying or possessing), drug abuse violations and liquor law violations. Campus Disciplinary Referrals are incidents where an individual is not arrested but referred for possible campus disciplinary action (e.g. first offenders required to attend educational programs).

Crime definitions are classified based on the FBI’s Uniform Crime Reporting Handbook (UCR) at [https://ucr.fbi.gov/additional-ucr-publications/ucr\\_handbook.pdf](https://ucr.fbi.gov/additional-ucr-publications/ucr_handbook.pdf) and the FBI’s National Incident-Based Reporting System (NIBRS) <https://www.fbi.gov/about-us/cjis/ucr/nibrs/nibrs-user-manual>.

## Crime Definitions

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

**Criminal Homicide – Negligent Manslaughter:** The killing of another person through gross negligence.

**Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where

the victim is incapable of giving consent.

- i. **Rape** - The 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.
- j. **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 incapacity.
- k. **Incest**—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- l. **Statutory Rape**—Sexual intercourse with a person who is under the statutory age of consent.

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

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

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

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

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

**Illegal Weapons (Carrying, Possessing, Etc.):** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**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 those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**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.

**Domestic Violence:** Is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: a) length of the relationship, b) the type of relationship, c) the frequency of interaction between the persons involved in the relationship.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

- g. **Course of conduct** means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.
- h. **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
- i. **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Hate Crimes:** A hate crime is defined as any crime that manifests evidence that a victim was selected because of his/her actual or perceived race; gender; gender identity; religion; sexual orientation; ethnicity; national origin or disability.

- i. **Larceny-Theft** (Except Motor Vehicle Theft) - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
- j. **Simple Assault** - An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- k. **Intimidation** - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction/Damage/Vandalism of Property** - To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## UMGC Asia Crime Statistics

The following tables provide the available statistics for certain crimes reported to a campus security authority, base security force, and/or local law enforcement, as applicable, for the calendar years 2020, 2021, and 2022. UMGC is required to report the crimes: (1) on campus, (2) in dormitories or other residential facilities for students on campus, (3) in or on a noncampus building or property, or (4) on public property. **UMGC Asia does not have dormitories or other residential facilities for students.**

Statistics disclosed are dependent on the ability of law enforcement agencies to accurately provide the information requested. If you would like additional information, please contact your local base security force or military police via the non-emergency number provided by the base operator or directory.

UMGC Asia Headquarters Yokota Air Base, Building 445					
CRIME STATISTICS					
Crime	Year	On-Campus	Noncampus	Public Property	Total
Murder/Non-Negligent Manslaughter	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Negligent Manslaughter	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Rape	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Fondling	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Incest	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Statutory Rape	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Robbery	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Aggravated Assault	2022	0	0	0	0
	2021	0	0	0	0

	2020	0	0	0	0
Burglary / B&E	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Arson	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Hate Crimes <sup>1</sup>	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
<b>Violence Against Women Act (VAWA)</b>					
Dating Violence	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Domestic Violence	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Stalking	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
<b>Arrests</b>					
Liquor Law Violation Arrests	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Drug Law Violation Arrests	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Illegal Weapons Possession Arrests	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
<b>Campus Disciplinary Referrals</b>					
Liquor Law Violation Referrals	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Drug Law Violation Referrals	2022	0	0	0	0

	2021	0	0	0	0
	2020	0	0	0	0
Illegal Weapons Possession Referrals	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
<b>Footnotes:</b>					
1	<p>Hate Crimes are crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived Race, Gender, Religion, Sexual Orientation, National Origin, Gender Identity, Ethnicity, or Disability. Hate crimes are reported for the crimes of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crime involving bodily injury, as well as, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism.</p>				

**\* UMGC does not have any on-campus student housing facilities.**

<b>Year</b>	<b>Total Unfounded Crimes</b>
2022	0
2021	0
2020	0

## **Additional Disclosures (All Divisions)**

### **Alcohol and Other Drug Prevention Program Annual Notification**

#### **Introduction**

University of Maryland Global Campus (UMGC) complies with federal, state and local laws that regulate or prohibit the possession, use or distribution of alcohol or illicit drugs and enforces all related laws. The following information applies to all UMGC full-time, part-time, and temporary faculty, staff and students and to all activities either conducted on UMGC's premises or sponsored by UMGC.

#### **Standards of Conduct**

All UMGC students, faculty, and staff are prohibited from unlawfully possessing, using, manufacturing, distributing or dispensing alcohol or any controlled substance on UMGC's premises or at UMGC sponsored activities. UMGC expects all faculty, staff, and students to comply with applicable laws and regulations pertaining to possession, use, manufacture, distribution, or dispensation of alcohol or controlled substances, whether or not such laws are mentioned in this Report. All employees are expected to report to work free of the influence of alcohol or any illicit drug. All students are expected to report to classes and other educational meetings free of the influence of alcohol or any illicit drug.

#### **UMGC'S Sanctions**

UMGC will impose disciplinary sanctions on any student or employee (faculty and staff) who violates the standards of conduct regarding drug and alcohol use.

Any student who violates any of the applicable standards of conduct is subject to disciplinary action and penalties, up to and including possible expulsion from the University, in addition to referral to the appropriate law enforcement authorities for prosecution. Further information can be found in UMGC's **Code of Student Conduct** (<http://www.UMGC.edu/policies/studentpolicies/stud15100.cfm>), which expressly prohibits the unlawful use, possession, distribution, or possession for purposes of distribution of any controlled substance, illegal drug, or alcohol on UMGC premises or at UMGC-sponsored activities.

Any employee who violates any of the applicable standards of conduct is subject to disciplinary action and penalties, up to and including possible termination of employment, in addition to referral to the appropriate law enforcement authorities for prosecution. Further information can be found in **VII-1.10- University Of Maryland System Policy On A Drug-Free Workplace** (<http://www.usmh.usmd.edu/regents/bylaws/SectionVII/VII110.html>) and in **Executive Order 01.01.1991.16 - the State of Maryland Substance Abuse Policy**. (<http://www.dbm.maryland.gov/employees/Documents/Policies/SubstanceAbusePolicy.pdf>)

#### **Summary of Legal Sanctions**

UMGC offers courses and programs at locations throughout Maryland and the Washington, DC/Virginia metro area. In addition, courses and programs are offered overseas in several countries on military installations. The primary locations overseas are in Germany and Japan. The following is a summary of current legal penalties in Maryland, Germany, and Japan for violations of drug and alcohol laws.

**Note:** Outside the United States, many UMGC locations are connected to U.S. military installations and thus are subject to military jurisdiction in addition to local foreign law. At UMGC's Civilian overseas locations, all employees and students should be aware that they may be subject to the drug and alcohol laws and regulations of the host country. For additional

information, please contact the Area Director.

## **U.S. Federal Law**

**Penalties for Possession:** The Controlled Substances Act, 21 U.S.C. §§ 801, et seq. sets forth schedules of controlled substances. It is unlawful to possess any controlled substance without a valid prescription. This includes, but is not limited to, those drugs commonly described as "illegal drugs" such as marijuana, hashish, cocaine, PCP, LSD, methamphetamines, and heroin. Penalties for simple possession include fines of \$1,000 or more and imprisonment of not more than one year for a first offense. Subsequent convictions carry much higher fines and greater prison terms. The penalties also increase significantly if a mixture containing cocaine base is involved. Penalties will vary depending on the amount and type of drug involved, as well as other factors. In addition, any individual who knowingly possesses a controlled substance may be liable for a civil penalty up to \$10,000. Attempt and conspiracy carry the same maximum punishment as the object crime. See 21 U.S.C. §§ 846.

**Penalties for Trafficking:** It is unlawful to manufacture, distribute, dispense, or possess with the intent to manufacture, dispense, or distribute, a controlled substance. First offenders for possession can also be ordered into drug treatment and community service. The penalties are doubled for adults who distribute drugs to minors. For a second offense, the penalties are tripled. The federal trafficking penalties are available on the U.S. Drug Enforcement Administration's website.

**Proximity to School Property:** The punishment for possession or trafficking in a controlled substance is greatly increased if the offense was committed within 1,000 feet of a school, including a college or university, or other public property. An offender will be subject to twice the maximum authorized punishment and harsher sentencing restrictions, with a minimum one-year prison term. A second offense triples the fine and carries a minimum three-year prison term. See 21 U.S.C. § 860.

**Drug Paraphernalia:** Under Federal law, it is unlawful to sell, offer for sale, import, export, or use the mail or interstate commerce facilities to transport drug paraphernalia. Penalties include a fine and imprisonment for up to three years. See 21 U.S.C. § 863.

**Loss of benefits:** Among other sanctions, such as forfeiture of property and civil penalties, a person convicted of any Federal or State offense involving possession of a controlled substance can be denied Federal benefits such as loans, grants, contracts, and professional licenses, for a period of up to one year for a first offense and up to five years for subsequent offenses. Also, he or she can lose eligibility for assistance such as social security and food stamps. For trafficking or distribution crimes, a person can lose benefits for up to five years with the first conviction; up to ten years for a second conviction; and permanently for a third conviction. See 21 U.S.C. § 862, 862a.

## **Maryland Law**

In addition to the Federal laws summarized above, the State of Maryland has its own laws dealing with controlled substances and alcohol. The Maryland Controlled Dangerous Substances Act is codified in Title 5 of the Criminal Law Article of the Maryland Code.

**Drug Offenses:** Possessing or administering a controlled dangerous substance, unless obtained by prescription, is a misdemeanor, subject to imprisonment not exceeding 4 years or a fine not exceeding \$25,000.

**Distribution:** A maximum of five years imprisonment or a fine not exceeding \$15,000 or both is the penalty for a first offense of manufacture, distribution, dispensing or possession with intent to distribute. With respect to a Schedule I or II narcotic drug, the penalty is up to 20 years or a fine up to \$25,000. For subsequent offenses, the penalties are substantially increased, and parole may not be granted.



Proximity to School Property: Anyone who manufactures, distributes, dispenses, or possesses with intent to distribute a controlled dangerous substance within 1,000 feet of an elementary or secondary school, or on a school vehicle, will be subject to an additional prison term up to twenty years and/or a fine of up to \$20,000 for first offense, which doubles to 5-40 years imprisonment and/or \$40,000 fine for a second offense.

Drug Paraphernalia: Delivering, selling, manufacturing, or possessing with intent to deliver drug paraphernalia is a misdemeanor with a fine of up to \$500, and for each subsequent violation, imprisonment not exceeding 2 years and/or a fine up to \$2,000. Several Maryland jurisdictions have their own laws prohibiting the sale, display, distribution, or possession with intent to sell, of drug paraphernalia.

Alcohol: Drinking alcoholic beverages is prohibited on public property under Maryland State law and under many county and local codes within Maryland. Many jurisdictions, either under State law or their own codes, also prohibit the possession of alcohol in an open container on public property or shopping center property, these laws generally carry fines ranging from \$100 to \$500 for a violation, and some also provide for jail terms ranging from 5 to 90 days.

Maryland law also makes it a misdemeanor to be intoxicated in public and cause a public disturbance, or to be intoxicated and endanger the safety of another person or of property. This carries a fine of up to \$100 and up to 90 days imprisonment.

It is illegal for persons under age 21 to possess alcoholic beverages with intent to consume them, and for anyone to falsify or misrepresent his or her age or another person's age to obtain alcohol. The penalty is a fine not exceeding \$500 for the first offense and up to \$1,000 for repeat offenses. It is also illegal in most circumstances to obtain or give alcohol to a person under age 21. The penalty is a fine not exceeding \$1,000 for a first offense and up to \$1,500 for subsequent violations.

## **German Law**

Under the German narcotics law, there are three categories which are listed in three different subsections of the law as follows:

Subsection 1: Illegal narcotics. Examples are substances like Marihuana, Hashish, Heroin, LSD as well as the drugs traded among minors as Ecstasy (MDMA, MMDA, MDE, MDA, DOB). In the case of Cannabis products (Hashish, Marihuana), the seed is exempt from the narcotics law. If the seed is cultivated as a drug, then it is included again in the narcotics law. Furthermore, the cultivation of the so-called utilizable hemp (part of THC up to 0.3%) is also exempt from the narcotics law. The Ministry of Agriculture must provide a special authorization.

Subsection 2: Narcotics not available by prescription but permitted in certain circumstances. These are substances needed by the pharmaceutical industry for the manufacturing of medications. Examples are Cocaine leaves, Delta-9-Tetrahydrocannabinol (psychotropic substance in Hashish, Marihuana, THC), Dihydromorphine (basic substance in Morphine), Dimethadone (interim Methadone substance), Papaver Orientale (Sleeping Poppy) Pethidine Acid, Norpethidine.

Subsection 3: Narcotics available by prescription. These are medications which fall under the narcotics law, but which can be prescribed by a medical practitioner. Examples are: Amphetamine barbitol (prescribed as Secobarbital, a strong sleeping and pain-killing drug), different forms in the Benzodiazepine group like Promazepam, Diazepam, Flunitrazepam, Trizazepam. These substances are also contained in strong sleeping and pain-killing drugs as well as in psychiatric drugs. Other substances are Fenetyllyn: name of the drug: Captagon (psychiatric drug), Fentanyl (like Durogesic, a strong pain-killing drug), Buprenorphine: name of the drug: Temgesic (a strong pain-killing drug), Hydromorphone: name of the drug: Dilaudid (a strong pain-killing drug), further substances like Levomethadone (name of the drug: L-Polamidon) or Methadone (name of the drug: Polamidone), as well as Dronabinol (pharmaceutical name for Delta9 Tetrahydrocannabinol: name of the drug: Marinol), Cocaine (as local narcotics in ophthalmology), as well as Codeine (in the case of respiratory diseases or as substitute for Heroine drug addicts).

Under the German narcotics law, any contact (except consumption) with the substances under subsections 1, 2 or 3 puts the person under penalty. Although consumption is not punishable, the acquisition or possession of the narcotic is punishable.

According to § 29 of the narcotics law, the cultivation, production, trade, import, export, disposal, delivery, trafficking, acquisition or obtaining these substances under any other way is submitted to penalty. The above-mentioned offences are punished with a prison sentence of up to 5 years or with a fine. The narcotics law does not differ between so called "hard" and "soft" drugs. Such differences are made during the punishment verdicts on a case by case basis.

According to § 29 of the narcotics law, persons who are themselves not directly in contact with the drugs but who inform about, provide or grant others with opportunities for the unauthorized consumption, acquisition, and delivery are also punished with a prison sentence of up to 5 years or with a fine. This regards the advertising for drugs as well as providing rooms at disposal for the drugs consumption.

According to § 29, section 3, the earlier mentioned drug penalties have been increased. This concerns the trading or the actions endangering the health of more persons respectively. The penalty will be prison sentence not under 1 year.

According to § 29, section 5, the narcotics law allows the courts the possibility to dismiss a criminal proceeding when the drug consumer cultivates, produces, imports, exports, acquires or obtains in any other way or possesses only for personal use in small quantities the drugs listed in subsection 1-3. The small quantity is not defined neither by law nor by jurisdiction, so it can be stated that a dismissal of a criminal proceeding will be done through an individual decision by the respective court.

Since the verdict of the Federal Constitutional Court (the "Cannabis verdict") the jurisdiction acquired a certain attitude regarding the Cannabis drugs Hashish and Marihuana. This attitude differs from one Bundesland to the other. In the Department of Public Prosecution Ellwangen/Jagst criminal proceedings are dismissed with quantities up to 3 grams of Hashish and 5 grams of Marihuana in the case of a first-time offender if no persons were endangered.

In addition, § 29 of the narcotics law contains a penalty increase. This concerns delinquents who are older than 21 years and who deliver, administer or leave to direct consumption to persons under 18 years the drugs listed in subsection 1-3. (Exceptions are here again medical practitioners, dentists and veterinarians). Furthermore, the increase of penalty, for a period not under 1 year, is effective with the delivery, production or possession of drugs not in small quantities according to the subsections 1-3 of the narcotics law. The significant quantities values are defined by the jurisdiction and amount to:

Heroin: 1.5 grams Heroinehydrochlorid  
Morphine: 4.5 grams Morphinehydrochlorid  
Methadone: 3 grams Methadonehydrochlorid  
Opium: 200 consumer units corresponding to 5 grams Morphinehydrochlorid  
Cocaine: 3 grams Cocainehydrochlorid  
Cannabis products: 7.5 grams Tetrahydrocannabinol (THC)  
Lysergid (LSD): 300 trips corresponding to 6 mg Lysergid  
Amphetamine: 10 grams Amphetamine base  
Ecstasy: MDMA: 300 consumer units corresponding to 24 grams MDMA-base  
MDE: 200 consumer units corresponding to 34 grams MDE Hydrochloride  
MDA: 250 consumer units corresponding to 30 grams MDA Hydrochloride

In § 30 of the narcotics law there are additional penalty increases. In the following situations, the penalty increases to not under 2 years:

- when narcotics are cultivated, produced or traded and the delinquents
- act as a member of a gang,
- join together with the aim of continuing such acts, respectively deal commercially
- cause death thoughtlessly by dispensing narcotics
- and import a significant amount from a foreign country

In § 30a of the narcotics law, increases of the offenses include additional penalties of imprisonment of not under 5 years. Perpetrators, as members of a gang, fall under this law if they conspired to continue committing offenses according to the narcotics law, cultivate, manufacture, deal with, import or export narcotics in a significant amount. The same is true for perpetrators who are over 21 years old and instruct people under 18 years of age:

- to deal with narcotics
- import or export narcotics
- or give it to people in any other way.

If a person carries a firearm or any other weapon, which could harm other people, with him when carrying out an offense, the penalty increases to not under 5 years.

Also, § 32 of the narcotics law contains provisions that are punished as irregularities. These are not offenses, but legal violations that can be fined up to an amount of DM 50,000. These provisions concern people who may work with narcotics according to an exceptional permission.

## **Japanese Law**

Students and employees at the UMGC Asia are subject to local laws relating to possession and distribution of illegal drugs. Active Duty military personnel stationed in Japan may be subject to both Japanese laws and the Uniform Code of Military Justice (UCMJ). Students and employees located in other countries should be aware that the applicable legal penalties of their host country may be different and perhaps more severe than the United States laws which they may be accustomed.

### Marijuana Control Law

Art 24. Anyone who grows, imports and exports marijuana, without due authorization, shall be punished with imprisonment for less than 7 years with labor.

Art 24, para 2. Anyone who violates the above, without due authorization, with the purpose of making a profit, shall be punished with imprisonment for less than 10 years with labor or under some circumstances of the offense, less than 10 years with labor and a fine of 3 million yen.

Art 24-2. Anyone who possesses, receives or transfers marijuana, without due authorization, shall be punished with imprisonment for less than 5 years with labor.

Art 24-2, para 2. Anyone who, without due authorization, violates the above with the purpose of making a profit shall be punished with imprisonment for less than 7 years with labor or under some circumstances of the offense, less than 7 years with labor and a fine of 2 million yen.

Art 24-3. Anyone who falls under the following shall be punished with imprisonment for less than 5 years with labor.

### Immigration-Control and Refugee-Recognition Act

Art 24. Any foreigners who fall under the following shall be ordered to leave Japan.

Art 24, para 4, item 8. Anyone who violates the Narcotics and Psychotropic Control Law, Marijuana Control Law, Opium Law or Stimulant Control Law and Penal Code of Japan, Chapter 14 and is convicted.

#### Magic Mushrooms

Anyone who, without due authorization, grows or imports magic mushrooms shall be punished with imprisonment for more than 1 year with labor and less than 10 years with labor. Anyone who possesses or transfers magic mushrooms shall be punished with imprisonment for less than 7 years with labor. Anyone who solicits shall be punished with imprisonment for less than 3 years with labor.

#### Stimulant Control Law

Art 41. Anyone, who without due authorization, imports, exports or manufactures stimulants shall be punished with imprisonment for more than 1 year with labor.

Art 41, para 2. Anyone who violates the above with the purpose of making a profit shall be punished with imprisonment for life with labor or more than three years with labor and a fine of 10 million yen.

Art 41-2. Anyone who, without due authorization, possesses, transfers or receives stimulants shall be punished with imprisonment for less than 10 years with labor.

Art 41-2, para 2. Anyone who violates the above with the purpose of making a profit, shall be punished with imprisonment for more than 1 year with labor or under some circumstances of the offense, more than 1 year with labor and a fine of less than 5 million yen.

Foreigners convicted of drug crimes will be deported from Japan with a possible lifetime ban on return to the country.

### **Military Law**

Students and employees who also are military personnel may be subject to the Uniform Code of Military Justice (UCMJ).  
912a. ART. 112a. Wrongful Use, Possession, etc., of Controlled Substances states:

- A. Any person subject to this chapter who wrongfully uses, possesses, manufactures, distributes, imports into the customs territory of the United States, exports from the United States, or introduces into an installation, vessel, vehicle, or aircraft used by or under the control of the armed forces a substance described in subsection (b) shall be punished as a court-martial may direct.
- B. The substances referred to in subsection (a) are the following:
  - 1. Opium, heroin, cocaine, amphetamine, lysergic acid diethylamide, methamphetamine, phencyclidine, barbituric acid, and marijuana, and any compound derivative of any such substance.
  - 2. Any substance not specified in clause (1) that is listed on a schedule of controlled substances prescribed by the President for the purposes of this article.
  - 3. any other substances not specified in clause (1) or contained in the list prescribed by the President under clause (2) that is listed in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812).

Active Duty military personnel should seek additional information from their supervisors.

## HEALTH RISKS

Drugs	Possible Side Effects	Effects of Overdose	Withdrawal Syndrome
<b>Narcotics</b> (Opium, Morphine, Codeine, Heroin, Hydromorphone, Meperidine, Methadone, Hydrocodone, Fentanyl, Analogs, Oxycodone)	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating
<b>Depressants</b> (Chloral Hydrate, Barbiturates, Benzodiazepines, Methaqualone, Gluethemide)	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
<b>Stimulants</b> (Cocaine, Amphetamines, Methamphetamine, Phenmetrazine, Methylphenidate)	Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
<b>Hallucinogens</b> (LSD, Mescaline, Peyote, Amphetamine Variants, Phencyclidine, Phencyclidine Analogs)	Illusions and hallucinations, poor perception of time and distance	Longer, more intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported
<b>Cannabis</b> (Marijuana, Tetrahydrocannabinol, Hashish, Hashish Oil)	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, decreased appetite
<b>Anabolic Steroids</b> (testosterone, Nandrolone, Oxymetholone)	Virilization, acne, testicular atrophy, gynecomastia, aggressive behavior, edema	Unknown	Possible depression
<b>Alcohol Abuse</b>	Impairment of judgment and coordination required to drive a car safely, aggressive acts, impairments in higher mental functions severely altering ability to learn and remember information, fetal alcohol syndrome	Respiratory depression, possible death	Severe anxiety, tremors, hallucinations, and convulsions

## RESOURCES FOR EDUCATION, CONSULTATION, AND COUNSELING

### Online Resources

Information about drug and alcohol abuse education, consultation, and counseling may be available from these online resources:

- National Institute on Alcohol Abuse and Alcoholism - [www.niaaa.nih.gov](http://www.niaaa.nih.gov)
- National Institute on Drug Abuse - [www.nida.nih.gov](http://www.nida.nih.gov)
- Centers for Disease Control and Prevention - [www.cdc.gov](http://www.cdc.gov)
- Substance Abuse and Mental Health Services Administration - [www.samhsa.gov](http://www.samhsa.gov)
- Prevention Online - SAMHSA's National Clearinghouse for Alcohol and Drug Information – [www.samhsa.gov/prevention](http://www.samhsa.gov/prevention).
- Maryland Alcohol and Drug Abuse Administration – <http://bha.dhmh.maryland.gov/SitePages/Home.aspx>

## **UMGC Resources**

### **Stateside**

Within the United States, the Maryland State Employee Assistance Program (EAP) may be able to provide confidential counseling and referral assistance to employees who are experiencing personal and medical problems, including drug and alcohol abuse. The **Office of the Statewide Equal Employment Opportunity Coordinator** (<http://www.dbm.maryland.gov/employees/Pages/EAP.aspx>) provides this confidential service to help State employees who face personal matters that adversely affect their job performance. Wellness resources for students can be found at <https://www.umgc.edu/current-students/student-life-and-support/wellness-resources>.

### **UMGC Europe**

UMGC Europe employees experiencing problems stemming from personal and medical problems including drug and alcohol abuse should contact the **Human Resources Office** at +49-(0)631-534-800 for information on available counseling. UMGCEurope students can receive treatment at local military or local national facilities. In addition, students may receive health education counseling which includes chemical and substance abuse.

### **UMGC Asia**

UMGC Asia students and employees are encouraged to contact their Family Advocacy Center for counseling related to drug and/or alcohol abuse. Family Advocacy programs on military bases throughout the Pacific region provide confidential counseling to all Status of Forces Agreement (SOFA) sponsored and Active Duty military personnel who are experiencing problems stemming from all various personal and medical issues, including drug and alcohol abuse. At **Yokota**, you can call **Family Advocacy** at **DSN: 225-3648**. Active Duty UMGCEurope students can receive referral to local treatment programs offered through Family Advocacy through referrals from his/her supervisor.



UNIVERSITY OF MARYLAND  
GLOBAL CAMPUS

# **2024 ANNUAL SAFETY AND SECURITY REPORT**

## Table of Contents

### UMGC STATESIDE

Introduction.....	4
Compiling the Annual Security Report .....	4
Cooperation with Law Enforcement .....	5
Security and Access to Campus Facilities .....	5
Security Awareness and Crime Prevention .....	6
Security Awareness and Crime Prevention Strategies .....	6
Reporting Crimes/Emergency and Public Safety Contact Information .....	7
Crime Definitions .....	8
Emergency and Public Safety Contact Information for Stateside Civilian Locations.....	9
Emergency and Public Safety Contact Information for Stateside Military Bases.....	13
Emergency Response Procedures .....	18
Emergency Notifications.....	18
Timely Warnings .....	18
Public Address System.....	19
Communication Department Alerts .....	19
Early Warning Siren.....	19
Crime Log .....	19
All-Hazard Emergency Operation Plan .....	19
Emergency Preparedness Training .....	20
Testing .....	20
Response Emergency Assessment Crisis Team (REACT) .....	20
Sexual Misconduct Policy.....	20
Investigative and Adjudicative Procedures Under UMGc Policy 041.00 .....	21
Prevention and Awareness Programs.....	23
Sex Offender Registry.....	23
Title IX Coordinator & Title IX Team .....	24
External Confidential Support Services .....	24
UMGC Stateside Crime Statistics.....	24
Adelphi Headquarters .....	26
Academic Center at Largo .....	29
Dorsey Station .....	32



University System of Maryland at Hagerstown .....	35
University System of Maryland at Southern Maryland .....	38
Universities at LaPlata .....	41
Universities at Shady Grove .....	44

## UMGC EUROPE

<b>UMGC Europe Safety and Security</b> .....	47
Emergency Contact Information .....	47
Timely Warnings .....	49
Security Awareness and Crime Prevention .....	49
Response Emergency Assessment Team (REACT) .....	50
<b>Sexual Misconduct Policy</b> .....	51
Investigative and Adjudicative Procedures under UMGC Policy 041.00 .....	51
Prevention and Awareness Programs .....	52
Sex Offender Registry .....	52
Title IX Coordinator and Title IX Team .....	53
External Confidential Support Services .....	54
<b>Collection of Clery Crime Statistics</b> .....	54
Crime Definitions .....	55
<b>UMGC Europe Crime Statistics</b> .....	57
Europe Headquarters .....	57

## UMGC ASIA

<b>UMGC Asia Safety and Security</b> .....	60
Emergency Contact Information .....	61
Timely Warnings .....	61
Security Awareness and Crime Prevention .....	62
Response Emergency Assessment Team (REACT) .....	63
<b>Sexual Misconduct Policy</b> .....	63
Investigative and Adjudicative Procedures under UMGC Policy 041.00 .....	64
Prevention and Awareness Programs .....	66
Sex Offender Registry .....	66
Title IX Coordinator and Title IX Team .....	66
External Confidential Support Services .....	67
<b>Collection of Clery Crime Statistics</b> .....	67
Crime Definitions .....	68

<b>UMGC Asia Crime Statistics</b> .....	70
Asia Headquarters .....	70
<b>ADDITIONAL DISCLOSURES (ALL DIVISIONS)</b>	
Drug Prevention Program .....	73

## Introduction

Individuals reading our report should know that on July 1, 2019, state legislation officially changed our name from University of Maryland University College (UMUC) to University of Maryland Global Campus (UMGC). All historical documents will retain our previous name.

UMGC was founded in 1947 as the College of Special and Continuation Studies, a branch of the University of Maryland's College of Education, with locations in College Park and around the state of Maryland. Beginning in 1949, UMGc was the first university to send faculty overseas to educate active-duty military personnel in Europe.

UMGC serves more than 80,000 students worldwide. With headquarters in Adelphi, Maryland, and administrative offices in Asia and Europe, UMGc offers 90+ degrees, specializations, and certificates taught by faculty members who bring real-world experience to online and on-site classrooms.

The 2023 Annual Safety and Security Report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act) and the Violence Against Women Act (VAWA). This report is prepared in cooperation with campus security, local law enforcement agencies, Office of Legal Affairs, Diversity and Equity Office, Military Partnerships and the overseas divisions of Europe and Asia.

UMGC is committed to the safety and well-being of its campus community. The cooperation of the entire campus community is essential in creating a safer and secure community for all.

Over the past several years, UMGc has changed the physical footprint of our institution. We stand committed to protecting the safety and security of our community members and keep the greater community working and learning virtually. As a result, the UMGc Largo location was sold in March of 2023. Our main headquarters in Adelphi, MD is currently being converted to "office hoteling" spaces for drop in physical work and meeting spaces. The UMGc website contains a central repository of information and updates for our student population. In addition, our internal employee SharePoint site contains additional information for employees to stay safe.

## Compiling the Annual Security Report

The Facilities Management Department at UMGc has the overall responsibility of preparing the annual security report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Senior Emergency Management Specialist collaborates with several university offices and external agencies including; Campus Security, Office of Legal Affairs, Diversity and Equity Office, Office of Military Partnerships, the overseas divisions of Europe and Asia, University of Maryland Department of Public Safety, Prince George's County Police Department and other local law enforcement agencies, to compile information within this report. Each entity provides information on their educational efforts and programs. Campus crime, arrest, and referral statistics include those reported to Campus Security, Campus Security Authorities and local law enforcement.

The Annual Security Report is available no later than October 1 of every year. UMGc distributes an email correspondence to all current faculty, staff and students providing a direct link to the report. The current Annual Security report and reports for the previous 7 years are available on the web site: <https://www.umgc.edu/current-students/student-life-and-support/safety-and-security/annual-report>. Upon request, you can receive a paper copy of the current Annual Safety and Security Report by contacting the Senior Emergency Manager at 301-985-7139 or email security at [security@UMGC.edu](mailto:security@UMGC.edu).

Prospective students and employees can obtain a copy of the current Annual Security report and reports for the previous 7 years on the web site: <https://www.umgc.edu/current-students/student-life-and-support/safety-and-security/annual-report>. Upon request, students can receive a paper copy of the current Annual Safety and Security Report by contacting the Senior Emergency Manager at 301-985-7139 or email security at [security@UMGC.edu](mailto:security@UMGC.edu).

## Crime Statistics

The statistics are collected for four types of properties: (a) on campus, (b) in dormitories or other residential facilities for students on campus, (c) in or on a noncampus building or property, or (d) on public property. **Campus** is defined as "(1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor)." **Noncampus** building or property is defined as "(1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution." **Public Property** is defined as "public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus."

All criminal incidents are classified in accordance with the [FBI Uniform Crime Reporting Handbook](#).

## Cooperation with Law Enforcement

UMGC Security maintains a close working relationship with local, state, and federal law enforcement agencies, such as, the University of Maryland Department of Public Safety and Prince Georges County Police Department, as well as, other law enforcement agencies and first responders.

Although the University does not have a written memorandum of understanding with any law enforcement agency, UMG Security regularly interacts and communicates with local agencies during and after incidents, as well as, on joint efforts to promote a safer campus.

To report a crime or an emergency situation at any of the installations, contact the Provost Marshal, Military Police, Base Security, etc. that oversee police/security services on stateside military installations.

## Security and Access to Campus Facilities

The UMG Security Department is a division within the Facilities Management Department. The Director of Security is responsible for managing the Security Department and reports to the Associate Vice President of Facilities Management. UMG has Security Officers permanently assigned to the Adelphi Headquarters only. UMG Security personnel provide a uniformed security presence at the Adelphi Headquarters and are unarmed with no arrest powers. They have the authority to issue parking citations, ask individuals for their identification and determine whether individuals have lawful business at UMG. In addition, Security is responsible for responding to incidents, conducting patrols of the campus, and general security and support services to the campus community. Security personnel at the Adelphi Headquarters includes UMG Security and Marriott Loss Prevention staff. At Adelphi, Marriott Loss Prevention operates 24/7 in support of the Hotel, Conference Center and Parking Garage. UMG Security operates Monday – Friday from 7 a.m. to 6:30 p.m. in support of the Administration Building, Conference Center and Parking Garage. UMG Security works closely with local agencies for police and emergency response. All other worldwide locations rely solely on the local authorities, including military base security forces/police.

UMGC classes, advising services and testing centers may be held at other University System of Maryland (USM) locations, neighboring institutions' campuses throughout the Maryland/D.C./Virginia area, as well as, other worldwide civilian and military locations that are not owned or controlled by UMG. See [Reporting a Crime and Emergency / Public Safety Contact Information](#) in this report for UMG Security contact information, as well as, Security/Public Safety contact information, policies and procedures for our partnering institutions, regional locations and military bases. U.S. military installations are subject to applicable military rules and regulations. You should check with the military police/security office or Educational Center Office/Navy College office at these locations for additional information regarding base security procedures and hours of operation.

Seven days a week the Hotel and Conference Center at the Adelphi Headquarters is opened at 6 a.m. and locked down at 10 p.m. or when all evening activities have concluded. The Administration Building at the Adelphi Headquarters is a secure facility and accessible by valid key

card only. All visitors, vendors and contractors must enter through the main entrance between 7 a.m. to 6:30 p.m., Monday – Friday and sign-in at the security desk. Please visit <https://www.UMGC.edu/locations/index.cfm> for the operating hours of all UMGC stateside locations.

The University encourages students and employees to be responsible for their own security and the security of others.

UMGC is not aware of buildings or property owned or controlled by a University-recognized student organization. Therefore, UMGc does not monitor criminal activity that students engage in off-campus.

UMGC does not have dormitories or other residential facilities for students. Although fire safety is a top priority for UMGc, it does not maintain any on-campus student housing facilities. Accordingly, UMGc is not required to produce a separate Annual Fire Safety Report under the Higher Education Act.

## **Security Awareness and Crime Prevention**

The University is committed to the safety and security of the campus community. UMGc Security promotes safety and security by periodically scheduling safety/security awareness classes for the campus community to sign up and attend in person or virtually. In addition, Security will attend department meetings to discuss safety/security awareness. The campus community is routinely educated about security awareness and crime prevention measures via the UMGc security website, in weekly newsletters and through the distribution of flyers and pamphlets.

Safety and Security is the responsibility of everyone. The University encourages students and employees to be responsible for their own security and the security of others. Awareness and timely reporting of criminal or suspicious activity is crucial to maintaining a safe and secure campus. For more information on security awareness and crime prevention measures please visit the UMGc Security website at <https://www.umgc.edu/current-students/student-life-and-support/safety-and-security>.

Awareness programs and educational information that is available to the campus community includes:

- Active Shooter – How to Survive
- Suspicious Person or Activity
- Suspicious Letter or Package
- Crime Prevention
- Responding to and Preventing Violent/Physical Confrontations
- Parking Lot/Garage Safety
- Bomb Threat
- Armed Robbery
- Identity Theft
- Shelter In Place
- CPR/AED/First Aid and Hands Only CPR
- How to Use a Fire Extinguisher
- Emergency Preparedness

## **Security Awareness and Crime Prevention Strategies**

We all must work together to maintain a safe and secure environment. Heighten your security awareness and remain vigilant. Know your surroundings and who or what should or should not be there. If you have a concern or see something suspicious, report it immediately to security or law enforcement.

Be cautious and suspicious of:

- Any odd or out of the ordinary occurrences
- People's behavior

- Strange or peculiar activity
- Unattended backpacks, briefcases, etc.
- Packages, envelopes that do not appear normal
- Strange or illegally parked vehicles

You can minimize your chances of becoming a victim of crime if you know what situations to avoid and what preventive actions to take. Common-sense prevention skills can help make life at work safer for all.

- Trust your instincts. They are a natural gift that tells you when something is wrong.
- Be ready to take protective action if necessary. This could be something as simple as crossing the street and entering a populated area.
- Never leave valuables unattended and unsecured.
- Before you exit your car or building, check your surroundings for suspicious looking people and vehicles.
- Walk confidently and briskly.
- Scan the area around your car as you approach. If you see someone loitering around your vehicle, walk past until they leave.
- Always lock your office and any unoccupied room, even when leaving for only a moment.
- Check the identity of any strangers who are in your work area office - offer your assistance and ask them whom they are visiting and if you can help them find that person. If they make you uncomfortable, report your suspicions.
- Always let someone know where you will be - whether you are coming in late, working late, going to lunch, or to a meeting.
- Be discreet - do not advertise your social life and vacation plans or those of others to people visiting or calling.
- Be cautious in restrooms. Attackers can hide in stalls and corners.
- Leaving late - create a buddy system for walking to the parking lot/garage.

Safety and Security is the responsibility of everyone. For more information on security awareness and crime prevention measures please visit the UMGC Security website at <https://www.umgc.edu/current-students/student-life-and-support/safety-and-security>.

## Reporting Crimes/ Emergency and Public Safety Contact Information

UMGC encourages prompt reporting of all crimes, suspicious activity, or any emergency both to the Security personnel for your location and local law enforcement. Crimes should be reported to the UMGC Security or Loss Prevention personnel at the Adelphi Headquarters, or to the appropriate civilian or military law enforcement agency that has jurisdiction at your location.

The UMGC Director of Security is responsible for ensuring incident reports are completed for the Adelphi Headquarters. Stateside Military Operations Directors and Administrative Personnel in Europe and Asia are responsible for completing incident reports at the University's worldwide locations. For contact information related to reports of sexual misconduct, please refer to our [Sexual Misconduct Policy](#) section of this report.

The University does not have a policy that allows victims or witnesses to make confidential reports for inclusion in this Annual Report, other than under UMGC's Sexual Misconduct Policy (see the [Sexual Misconduct Policy](#) on for more information). However, if an individual is interested in making a report, he or she should contact the UMGC Director of Security at 301-985-7471.

**Categories of crime statistics included in this report are:**

**Criminal Offenses** – Criminal Homicide: murder and non-negligent manslaughter and manslaughter by negligence, Sexual Assault: Rape, fondling, incest, statutory rape, Robbery, Aggravated assault, Burglary, Motor vehicle theft, Arson

**Hate crimes** – any 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, Sexual Orientation, National Origin, Gender Identity, Ethnicity, or Disability. Hate crimes are reported for the crimes of criminal homicide, sex offenses, robbery,

aggravated assault, burglary, motor vehicle theft, arson, and any other crimes involving bodily injury, as well as, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism.

**VAWA Offences** – Domestic violence, Dating violence, Stalking

**Arrests and Referrals for Disciplinary Action** - For weapons (carrying or possessing), drug abuse violations and liquor law violations. Campus Disciplinary Referrals are incidents where an individual is not arrested but referred for possible campus disciplinary action (e.g. first offenders required to attend educational programs).

Crime definitions are classified based on the FBI's Uniform Crime Reporting Handbook (UCR) at [http://www.fbi.gov/about-us/cjis/ucr/additional-ucr-publications/ucr\\_handbook.pdf](http://www.fbi.gov/about-us/cjis/ucr/additional-ucr-publications/ucr_handbook.pdf) and the FBI's National Incident-Based Reporting System (NIBRS) <https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/ucr/nibrs>.

## CRIME DEFINITIONS

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

**Criminal Homicide – Negligent Manslaughter:** The killing of another person through gross negligence.

**Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- a. **Rape** - The 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.
- b. **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 incapacity.
- c. **Incest**—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- d. **Statutory Rape**—Sexual intercourse with a person who is under the statutory age of consent.

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

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

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

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

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

**Illegal Weapons (Carrying, Possessing, Etc.):** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**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 those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**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.

**Domestic Violence:** Is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: a) length of the relationship, b) the type of relationship, c) the frequency of interaction between the persons involved in the relationship.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

- a. **Course of conduct** means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.
- b. **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
- c. **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Hate Crimes:** A hate crime is defined as any crime that manifests evidence that a victim was selected because of his/her actual or perceived race; gender; gender identity; religion; sexual orientation; ethnicity; national origin or disability.

- a. **Larceny-Theft** (Except Motor Vehicle Theft) - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
- b. **Simple Assault** - An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- c. **Intimidation** - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- d. **Destruction/Damage/Vandalism of Property** - To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## **Emergency and Public Safety Contact Information for Stateside Civilian Locations**

UMGC has a presence with limited activities throughout the United States and at military installations. To assist community members that may need to contact public safety facilities in their area, we have listed the information below.



### **Anne Arundel Community College at Arundel Mills**

- For emergencies or to report a crime, call 911 or the Anne Arundel County Police Department at 410-222-8610.
- For an escort or to reach AACC Department of Public Safety, call 410-777-1818.
- To receive text alerts for emergencies, severe weather alerts, and school closings, sign up for the [AACC emergency notification system](#).
- AACC Public Safety hours of operation: Daily, 7 a.m.–11 p.m.
- More information: [Anne Arundel Community College Public Safety](#)

### **Anne Arundel Community College Arnold Campus**

- For emergencies or to report a crime, call 911 or the Anne Arundel County Police Department at 410-222-8610.
- For an escort or to reach AACC Department of Public Safety, call 410-777-1818.
- To receive text alerts for emergencies, severe weather alerts, and school closings, sign up for the [AACC emergency notification system](#).
- AACC Public Safety hours of operation: Daily, 7 a.m.–11 p.m.
- More information: [Anne Arundel Community College Public Safety](#)

### **Cecil College**

- For emergencies or to report a crime, call 911 or the Cecil County Sheriff's Office at 410-392-2113.
- For an escort or to reach Cecil College (North East Campus) Department of Public Safety, call 410-287-1601.
- To receive text alerts for emergencies, severe weather alerts, and school closings, sign up for the [Cecil College Seahawk Alert System](#).
- More information: [Cecil College Department of Public Safety](#).

### **Dorsey Station**

- For emergencies or to report a crime, call 911 or the Howard County Police Department at 410-313-2200.
- To receive text alerts for emergencies, severe weather alerts, crime alerts, and school closings, sign up for the [UMGC emergency notification system](#) or the [Howard County emergency notification system](#).
- Dorsey Station main office: 443-459-3500
- More information: [UMGC Security](#)

### **Odenton**

- For emergencies or to report a crime, call 911 or the Anne Arundel County Police Department at 410-222-8610.
- To receive text alerts for emergencies and severe weather alerts, sign up for the [Anne Arundel County emergency notification system](#).

### **University System of Maryland at Hagerstown**

- For emergencies or to report a crime, call 911 or the Hagerstown Police Department at 240-527-2762.
- To receive text alerts for emergencies, severe weather alerts, and crime alerts, sign up for the [USMH Emergency Alert system](#) or the [Washington County emergency notification system](#).
- More information: [Hagerstown Security](#)

### **Laurel College Center**

- For emergencies or to report a crime, call 911 or the Laurel Police Department at 301-725-3000.
- To receive text alerts for emergencies, severe weather alerts, and crime alerts, sign up for the [City of Laurel emergency notification system](#) or the [Prince George's emergency notification system](#).
- Laurel College Center Public Safety hours of operation: Security staff members are present during the day and evening when classes are scheduled and remain on-site until all students and faculty have left the building. The evening security staff consists of deputies from the Prince George's County Sheriff's Department.

- More information: [Laurel College Center](#)

### **Prince George's Community College**

- For emergencies or to report a crime, call 911 or the Prince George's County Police Department at 301-352-1200.
- For an escort or to reach PGCC Campus Police, call 301-322-0666 or dial 0666 or 0666 from any campus phone. Courtesy and emergency phones are located throughout campus.
- To receive text alerts for emergencies, severe weather alerts, crime alerts, and school closings, sign up for the [PGCC Owl Alert emergency notification system](#).
- PGCC Campus Police hours of operation: Daily, 24 hours
- More information: [PGCC College Safety](#)

### **Universities at Shady Grove**

- For emergencies or to report a crime, call 911 or the Montgomery County Police Department at 301-279-8000.
- For an escort or to reach The Universities at Shady Grove (USG) Campus Security, call 301-738-6065 or dial 6065 from any campus phone.
- To receive text alerts for emergencies, severe weather alerts, crime alerts, and school closings, sign up for the [USG emergency notification system](#).
- Shady Grove Public Safety hours of operation: Daily, 24 hours
- More information: [Shady Grove Public Safety and Security](#)

### **University System of Maryland at Southern Maryland**

- For emergencies or to report a crime, call 911 or the St. Mary's County Sheriff's office at 301-475-4200.
- To receive text alerts for emergencies, severe weather alerts, and crime alerts, sign up for the [University System of Maryland at Southern Maryland](#).
- More information: [St. Mary's County Sheriff's office](#).

### **UMGC Headquarters (Adelphi)**

- For emergencies or to report a crime, call 911 or the University of Maryland (UMD) Department of Public Safety at 301-405-3333.
- For an escort or to reach the UMG Security Department, call 301-985-7911 (M-F, 7a.m.–6:30 p.m.) or Marriott Loss Prevention at 301-985-7371 (24/7).
- Emergency phones are located throughout the parking garage.
- UMCP Department of Public Safety non-emergency, call 301-405-3555.
- To receive text alerts for emergencies, severe weather alerts, crime alerts, and school closings, sign up for the [UMGC emergency notification system](#).
- UMG Security hours of operation: Daily, 24 hours
- More information: [UMGC Security](#)

### **UMGC at Fayetteville**

- For emergencies or to report a crime, call 911 or the Fayetteville Police Department at 910-433-1529.
- To receive text alerts for emergencies and severe weather alerts, sign up for the [Cumberland County emergency notification system](#).
- More information: [Fayetteville Police Department](#)

### **UMGC at Killeen**

- For emergencies or to report a crime, call 911, the Killeen Police Department at 254-501-8830, or the Bell County Sheriff's Department at 254-933-5412.
- To receive text alerts for emergencies and severe weather alerts, sign up for the [Central Texas Council of Governments CodeRed notification system](#).

- More information: [Killeen Police Department](#) or [Bell County Sheriff's Department](#)

### **Universities at La Plata**

- For emergencies or to report a crime, call 911 or the Charles County Sheriff's Office at 301-932-2222.
- For the College of Sothern Maryland La Plata Public Safety department, call 301-934-7888 or dial 7909 from any campus phone.
- To receive text alerts for emergencies and severe weather alerts, sign up for the [CSM emergency alert system](#) and/or the [Charles County emergency alert system](#).
- More information: [CSM Public Safety Department](#)

### **UMGC at National Landing**

- For emergencies or to report a crime, call 911 or the Arlington Police Department at 703-558-2222.
- To receive text alerts for emergencies and severe weather alerts, sign up for the [Arlington County emergency notification system](#).
- More information: [Arlington County Police Department](#)

### **UMGC at Pearl City**

- For emergencies or to report a crime, call 911 or the Honolulu Police Department Pearl City district station at 808-723-8800.
- To receive text alerts for emergencies and severe weather alerts, sign up for the [Honolulu County emergency notification system](#).
- More information: [Honolulu Police Department](#)

### **UMGC at San Antonio**

- For emergencies or to report a crime, call 911 or the San Antonio Police Department at 210-207-7273.
- To receive text alerts for emergencies and severe weather alerts, sign up for the [Bexar County emergency notification system](#) and/or the [City of San Antonio emergency notification system](#).
- More information: [San Antonio Police Department](#)

### **UMGC at San Diego**

- For emergencies or to report a crime, call 911 or the San Diego Police Department at 619-531-2000.
- To receive text alerts for emergencies and severe weather alerts, sign up for the [San Diego County emergency notification system](#).
- More information: [San Diego Police Department](#)

### **University of Maryland, College Park (UMD)**

- For emergencies or to report a crime, call 911 or the UMD Department of Public Safety at 301-405-3333.
- For an escort, call the UMD Department of Public Safety non-emergency line at 301-405-3555 or dial 43555 from any campus phone. Blue light emergency phones are located throughout campus. For exact locations, visit the [UMD Department of Public Safety](#).
- To reach the University of Maryland Department of Public Safety Emergency Communications Center while on or near campus, dial 3333 from any cell phone with service provided by Verizon Wireless, Sprint/Nextel, or AT&T.
- To receive text alerts for emergencies, severe weather alerts, crime alerts that affect the UMGC community on the UMCP campus, sign up for the [UMGC emergency notification system](#).
- UMCP Public Safety hours of operation: Daily, 24 hours
- More information: [University of Maryland Police Department](#) or [UMCP Emergency Preparedness](#)
- Crime statistics for this location, at the designated class times, are included within the Adelphi statistics.

### Platoon 22 Veterans Service Center

- For emergencies or to report a crime, call 911 or the Frederick Police Department at 301-600-101
- To receive text alerts for emergencies, severe weather alerts, and crime alert sign up for the [Frederick County Government's Emergency Notification System](#).
- More information: [Frederick County Police Department](#).

## Emergency and Public Safety Contact Information for Stateside Military Bases

The following contact information is for agencies (Provost Marshal, Military Police, Base Security, etc.) that oversee police/security services on stateside military installations. Abbreviations (JB, NS, etc.) are disregarded in alphabetizing sites.

### Aberdeen Proving Ground

Emergency: 911  
Police Department: 410-306-0564

### JB Anacostia Bolling

Emergency: 911  
Police/Fire/EMS: 202-433-3333

### JB Andrews

Emergency: 911  
Base Security: 301-981-2001

### NB Bremerton

Emergency: 911  
Police Dispatch: 360-315-4065

### Camp Lejuene

Emergency: 911  
Provost Marshal: 910-451-1113

### Camp Pendleton

Emergency: 911  
Physical Security: 760-725-9454  
Crime Prevention: 760-725-5725

### Camp Smith

Emergency: 911  
Crime Prevention Unit: 808-257-8312

### Davis-Monthan AFB

Emergency: 911  
Security Forces: 520-228-3200

### Eglin AFB

Emergency: 911  
Security Forces: 850-882-2502

### Fort Belvoir

Emergency: 911  
Military Police: 703-806-3104

### Fort Benning

Emergency: 911  
Police Department: 706-545-5222

### Fort Bliss

Emergency: 911  
Military Police: 915-744-9311

### Fort Campbell

Emergency: 911  
Military Police: 270-798-7111

### Fort Carson

Emergency: 911  
Police Department: 719-526-2333

### Fort Detrick

Emergency: 911  
Police Nonemergency: 301-619-7114

### Fort Drum

Emergency: 911  
Police Desk Sergeant: 315-772-2677

### Fort Eustis

Emergency: 911  
Military Police: 757-878-4555

### Fort Hood

Emergency: 911  
Military Police: 254-287-4001

### Fort Huachuca

Emergency: 911  
Military Police: 520-533-3000

**Fort Irwin**

Emergency: 911  
Police Nonemergency: 760-380-4444

**Fort Lee**

Emergency: 911  
Military Police: 804-734-7400

**Fort Lewis**

Emergency: 911  
Physical Security: 253-966-7153

**Fort Meade**

Emergency: 911  
Military Police: 301-677-6622

**JB Fort Myer-Henderson Hall**

Emergency: 911  
Police Department: 703-588-2800

**Fort Sam Houston**

Emergency: 911  
Police Services: 210-221-3735  
Military Police: 210-221-2244

**Hickam AFB**

Emergency: 911  
Police Department: 808-474-2222

**USCG Honolulu**

Emergency: 911  
Command Center: 808-842-2600

**Hurlburt Field**

Emergency: 911  
Police Desk Sergeant: 850-884-7114

**Jacksonville NAS**

Emergency: 911  
Police Department: 904-542-2663

**MCAS Kaneohe Bay**

Emergency: 911  
Police Nonemergency: 808-257-9111

**Lackland AFB**

Emergency: 911  
Police Services: 210-671-1272

**Langley AFB**

Emergency: 911  
Security Forces: 757-764-5091

**JEB Little Creek**

Emergency: 911 or 757-462-4444  
Nonemergency Dispatch: 757-462-4445

**MacDill AFB**

Emergency: 911  
Security Forces: 813-828-2048

**Maxwell-Gunter AFB**

Emergency: 911  
Security Forces: 334-953-7222

**NS Mayport**

Emergency: 911  
Police Nonemergency: 904-270-5334

**McChord AFB**

Emergency: 911  
Physical Security: 253-982-3228

**Nellis AFB**

Emergency: 911  
Crime Stoppers: 702-652-5100

**NS Norfolk**

Emergency: 911  
Security: 757-836-1900  
Military Police: 757-444-3333

**NAS North Island**

Emergency: 911  
Safety Office: 610-545-1049

**Patrick AFB**

Emergency: 911  
Base Security: 321-494-2008

**Patuxent River NAS**

Emergency: 911  
Security Desk Sergeant: 301-757-4669

**Pearl Harbor NAS**

Emergency: 911  
Security Forces: 808-449-9701

**Pensacola NAS**

Emergency: 911  
Base Security: 850-452-2654

**NAS Point Mugu**

Emergency: 911  
Police Department: 805-654-9511

**NCVC Port Hueneme**

Emergency: 911  
Police Department: 805-986-6530

**MCB Quantico**

Emergency: 911  
Provost Marshal: 703-784-2251

**Randolph AFB**

Emergency: 911  
Base Security: 210-652-5700

**MC Recruit Depot San Diego**

Emergency: 911  
Military Police: 619-524-5246

**NS San Diego**

Emergency: 911  
Base Security Dispatch: 619-524-6999

**NMC San Diego Balboa Park**

Emergency: 911  
Security: 619-532-8500

**Schofield Barracks**

Emergency: 911  
Police Nonemergency: 808-433-8888

**Seymour Johnson AFB**

Emergency: 911  
Security Police: 919-722-1211

**Travis AFB**

Emergency: 911

**Tripler Medical Center**

Emergency: 911  
Police Nonemergency: 808-433-5700

**MCAGCC Twentynine Palms**

Emergency: 911  
Military Police: 760-830-6800

**Tyndall AFB**

Emergency: 911  
Security Desk Sergeant: 850-283-2254

**Walter Reed National Military Medical Center**

Emergency: 911  
Security Office: 301-295-1246

**Fort McNair**

Emergency: 911  
Military Police: 703-696-2975

**Marine Barracks (8th and I)**

Emergency: 911  
Security: 202-451-8319

**NAVDIST Washington**

Emergency: 911  
Fire/Ambulance/Security: 202-433-3333

**Pentagon**

Emergency: 911  
Police Department: 703-697-5555

**USCG Headquarters**

Emergency: 911  
Command Center: 757-398-6231

**Dover AFB**

Emergency: 911  
Security Forces: 302-677-3000

**Indian Head Division, NSWC**

Emergency: 911  
Police: 301-744-4111

**NNMC Bethesda**

Emergency: 911  
Police Department: 240-773-6700

**NSGA Ft. Meade**

Emergency: 911  
Police Department: 301-677-6622

**USCG Baltimore**

Emergency: 911  
Command Officer: 410-636-3271

**Dam Neck – TCA**

Emergency: 911  
Nonemergency: 757-385-5000

**Fort Story**

Emergency: 911  
Police/Fire: 757-462-4444

**Langley AFB**

Emergency: 911  
Physical Security: 757-878-8238

**Portsmouth**

Emergency: 911  
Police Department: 757-393-5300

**Yorktown**

Emergency: 911  
Police Department: 914-962-4141

**Little Rock AFB**

Emergency: 911  
Security Forces: 501-987-6644

**NAS Whiting Field**

Emergency: 911  
Emergency Communication Center: 850-623-7331

**NTTC Corry Station**

Emergency: 911  
Police Department: 814-664-2222

**Fort Gordon**

Emergency: 911  
Provost Marshal: 706-791-4380

**Fort Stewart**

Emergency: 911  
Military Police: 912-767-4264

**NSB Kings Bay**

Emergency: 911  
Emergency Operations Center: 912-573-2161

**Scott AFB**

Emergency: 911  
Police Department: 618-256-2223

**Fort Knox**

Emergency: 911  
Police Department: 502-624-6847

**Barksdale AFB**

Emergency: 911  
Security Forces: 318-456-2551

**Keesler AFB**

Emergency: 911  
Security Forces: 228-377-3040

**NCBC Gulfport**

Emergency: 911  
Police/Fire/EMS/: 228-871-2333

**Fort Bragg**

Emergency: 911  
Provost Marshal: 910-396-0391

**MCAS Cherry Point**

Emergency: 911  
Provost Marshal: 252-466-3615

**MCAS New River**

Emergency: 911  
Military Police: 910-451-3004

**Pope AFB**

Emergency: 911  
Security Forces: 910-394-4249

**McGuire AFB**

Emergency: 911  
Security Forces: 609-562-6001

**Wright-Patterson AFB**

Emergency: 911  
Security: 937-904-2923

**Fort Jackson**

Emergency: 911  
Police Department: 803-751-1392

**Shaw AFB**

Emergency: 911

Security Forces: 803-895-3669

**Luke AFB**

Emergency: 911

Security Forces: 623-856-5970

**Beale AFB**

Emergency: 911

Security Forces: 530-634-2131

**MCAS Miramar**

Emergency: 911

Police Department: 858-577-4068

**NB Coronado**

Emergency: 911

Physical Security: 619-767-1792

**NB Point Loma**

Emergency: 911

Military Police: 619-556-6460

**USCG TRACEN Petaluma**

Emergency: 911

Police Department: 707-765-7215

**Peterson AFB**

Emergency: 911

Security Forces: 719-554-4000

**Shriever AFB**

Emergency: 911

Nonemergency: 719-567-5643

**USAF Academy**

Emergency: 911

Police Department: 719-333-2001

**9th MSC HI Army Reserve Education Center**

Emergency: 911

Police Department: 808-529-3111

**Holloman AFB**

Emergency: 911

Security Forces: 575-572-7171

**White Sands Missile Range**

Emergency: 911

Emergency Services: 575-678-1234

**Creech AFB**

Emergency: 911

Security Forces: 702-404-3333

**Fort Sill**

Emergency: 911

Police Department: 580-442-2101

**Ellsworth AFB**

Emergency: 911

Security Forces: 605-385-4001

**Hill AFB**

Emergency: 911

Security Forces: 801-777-3056

**NAS Whidbey Island**

Emergency: 911

Nonemergency: 360-257-3893

**NB Kitsap**

Emergency: 911

Police/Fire/EMS: 360-396-4441

**NS Bremerton**

Emergency: 911

Police Department: 360-476-7299

**NS Everett**

Emergency: 911

Police Department: 425-257-8400

**NSB Bangor**

Emergency: 911

Police/Fire/EMS: 360-396-4441

**F. E. Warren AFB**

Emergency: 911

Security Forces: 307-773-3501



## EMERGENCY RESPONSE PROCEDURES

Timely communication in an emergency or crisis situation is crucial. It is important that the campus community, as well as emergency responders, department heads, media, etc. receive immediate and accurate information. We achieve this coordination through our Emergency Action Team (EAT).

If a situation exists that threatens the safety and security of the UMGC community, the UMGC Security Department and Emergency Action Leadership Team will immediately assess the situation and determine the proper course of action. This is based on the size, scope and seriousness of the incident, and the threat to life, or the safety to the campus community. The EAT will monitor emergency alert/NOAA radios and remain in constant communication with each other, as well as, the University of Maryland Department of Public Safety (UMDPS) and other local authorities. Once an emergency situation is confirmed and if there is an immediate threat to life and safety, the Security Department has the authority to issue an alert and initiate the appropriate response plan. In the event there is not an immediate threat, the EAT will consult and determine the appropriate response. UMGC will also provide follow-up information to the campus community regarding the circumstances or status of an incident.

For stateside military locations, please follow the emergency procedures and response plans for the installation where you are located. Please contact the security force/military police office or the Educational Center office /Navy College office for additional information.

In the event of an emergency, UMGC has several systems in place that provide the campus community with important warnings regarding an emergency, as well as provide advice on the appropriate response.

### Emergency Notifications

UMGC will, without delay, and taking into account the safety of the campus community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

UMGC MyAlerts is the University's emergency text alert system that is used to send emergency alerts, notifications and updates to its subscribers. This system is only used for emergency communication and not for general information or advertisements. The alerts are sent to the subscriber's email account/s or cell phone/s, depending on what device/s they register. All of the top hazards and major alert situations have pre-arranged texts, which enables the alert to be sent rapidly. The alert system is maintained by UMGC Security and can be sent by Security personnel or Emergency Action Team Leaders from their office, home or mobile device. The system is also used to provide necessary updates on a specific situation.

UMGC also monitors the UMDPS's alert system, as well as, alert systems from jurisdictions that have authority over our D.C./Maryland/Virginia locations. When an alert is received that affects the UMGC community, UMGC will respond and alert the UMGC community affected by the emergency situation. To receive text alerts for emergencies, severe weather alerts, crime alerts, and school closings, please sign up for the [UMGC emergency notification system](#).

### Timely Warnings

In compliance with the Clery Act, the University issues timely warnings to the University community when a significant criminal incident occurs within the University's Clery geography and represents a serious or continuing threat. Timely Warnings are intended to alert the campus community to a serious incident and the potential danger it poses to the community. The decision to disseminate a warning is made on a case-by-case basis and after a review of the situation by the Director of Security and Associate Vice President of Facilities Management. In the event of an active threat, where lives are in immediate danger, the decision to issue a warning can be made exclusively by the Director of Security, Assistant Director of Security or a Security Coordinator/Specialist.

Timely Warnings are distributed as soon as pertinent information is available. The amount of information provided in the warning will vary depending on the circumstances of the crime/incident, but it will typically include the date/time of the incident, the location, the nature of

the crime or hazard to the community, the continuing danger to the campus community, and actions people can take to diminish their chance of being a victim of a similar crime.

Timely Warnings are issued in several formats including: text message, email notification, and posting on the UMGC website (<https://www.umgc.edu/current-students/student-life-and-support/safety-and-security/security-alerts>). The UMGC Director of Security is responsible for posting these alerts in cooperation with the UMGC Marketing Department. If an active threat exists, UMGC emergency response protocol includes an [Emergency Notification \(text alert\) System](#), which can be activated by the Security Department.

## **Public Address System**

In the event of an emergency at the Adelphi Headquarters, a Public Address (PA) announcement will be made. All buildings on the Adelphi campus have a PA System that can be activated by UMGC Security, Marriott Loss Prevention, EAT Leaders and Facilities Management personnel.

## **Communication Department Alerts**

In the event of an emergency, the Office of Communications will initiate their procedures for providing information regarding the emergency on the UMGC website and the Campus Information Line (301-985-7669). If necessary, a campus wide broadcast email can be sent.

## **Early Warning Siren**

The University of Maryland Department of Public Safety (UMDPS) has implemented an Early Warning System Emergency Siren Program to provide instant notification to the campus community of an imminent dangerous condition. This system is designed to alert those individuals outside of the campus buildings. The sirens can be heard on and around the UMGC Adelphi Campus, therefore enabling UMGC to take advantage of this life saving system. During an emergency the sirens will emit a steady tone that will sound for at least three minutes. When heard, individuals should seek immediate shelter. When the emergency situation has ended, the siren will sound an "all Clear" by emitting one short tone that will sound for less than 30 seconds. Additional information on the emergency will be provided via the UMGC Emergency Alert System (MyAlerts), Public Address Announcements and Communication Alerts via email and the UMGC website. For more information, please review the [UMDPS Emergency Notification Systems](#) or call 301-405-7669.

## **Daily Crime Log**

The University of Maryland Department of Public Safety (UMDPS) has implemented an Early Warning System Emergency Siren Program to provide instant notification to the campus community of an imminent dangerous condition. This system is designed to alert those individuals outside of the campus buildings. The sirens can be heard on and around the UMGC Adelphi Campus, therefore enabling UMGC to take advantage of this life saving system. During an emergency the sirens will emit a steady tone that will sound for at least three minutes. When heard, individuals should seek immediate shelter. When the emergency situation has ended, the siren will sound an "all Clear" by emitting one short tone that will sound for less than 30 seconds. Additional information on the emergency will be provided via the UMGC Emergency Alert System (MyAlerts), Public Address Announcements and Communication Alerts via email and the UMGC website. For more information, please review the [UMDPS Emergency Notification Systems](#) or call 301-405-7669.

## **All-Hazard Emergency Operation Plan**

In addition to the emergency notification procedures, UMGC has an all-hazard Emergency Operations Plan. The plan and its components are available at <http://www.UMGC.edu/security/>. The plan includes the following emergency procedures:

- Fire
- Bomb Threats
- Weather Emergencies
- Hazardous Material Emergencies
- Active Shooter
- Armed Robbery
- Civil Unrest
- Earthquake
- Utility/Elevator Failures
- Medical Emergencies
- Shelter-In-Place
- Suspicious Letter/Package
- Evacuation Procedures
- Persons with Disabilities

## **Emergency Preparedness Training**

The training focus for 2023 was on a coordinated response to an active assailant emergency with our responding police agency. Below are the training topics that were offered to the UMGC community.

- Severe Weather
- Fire Emergency
- Fire Extinguisher
- Workplace Safety
- CPR/AED/First Aid
- Stop the Bleed
- Public Access Trauma Care
- Earthquake Preparedness

## **Testing**

The Emergency Operations Plan is tested regularly by the Emergency Action Team (EAT) and the Facilities Management Department. Testing includes discussion based and operation-based exercises and drills. At the end of each calendar year, a drill topic is chosen. Facilities Management and EAT members receive quarterly training on specific emergency procedures related to the drill topic. The UMGC community is invited to participate in various training activities to honor National Preparedness Month in September.

- MyAlert Emergency Communications tests – last Friday of every month
- Active Assailant Tabletop Exercise and Training – October 11, 2023
- Fire Drills for the Adelphi location – April 2023, August 2023, December 2023

## **Response Emergency Assessment Crisis Team (REACT)**

The Response Emergency Assessment Crisis Team (REACT) is dedicated to coordinating a proactive and planned approach to facilitate the early identification, prevention, assessment and management of serious interpersonal distress and/or harmful, disruptive behavior that threatens the safety and well-being of University of Maryland Global Campus students, faculty, staff and guests.

The team will review concerns raised by members of the UMGC community. It is the responsibility of the staff, faculty and students to immediately [report](#) any situation that could result in harm to anyone at the university. The reports may come

directly to the review team depending on the nature of the concern. **However, when there is a life-threatening emergency or an active or immediate risk of violence to self or others, contact the police at 911 or the [local military police/security force](#) that has jurisdiction over your location.**

For more information or to report your concerns please visit UMGC's [REACT web page](#), or contact [react@UMGC.edu](mailto:react@UMGC.edu).

## **Sexual Misconduct Policy**

University System of Maryland (USM) and UMGC are committed to providing a working and learning environment free from sexual misconduct and harassment, including sexual and gender-based harassment, sexual violence, sexual assault, dating violence, domestic violence, sexual exploitation, and sexual intimidation.

For USM's Policy on Sexual Misconduct, visit <http://www.usmd.edu/regents/bylaws/SectionVI/VI160.pdf>.

For UMGC's Policy on Sexual Misconduct, see <https://www.UMGC.edu/policies/adminpolicies/admin04100.cfm>.

UMGC Policy 041.00 expressly prohibits sexual misconduct, a form of sex discrimination. Consistent with the USM policy, UMGC's Sexual Misconduct policy explicitly prohibits sexual harassment, sexual assault including but not limited to dating violence, domestic violence, sexual exploitation, sexual intimidation, sexual violence, and stalking. These terms are defined within UMGC's policy. Sexual misconduct is an umbrella term that encompasses Dating Violence, Domestic Violence, Sexual Violence, Sexual Harassment, Sexual Assault, Sexual Coercion, Sexual Exploitation, Sexual Intimidation, Relationship Violence and Stalking. Sexual Misconduct can be committed by any person, regardless of gender identity and can occur between people of the same or different sex, sexual orientation, or gender expression. UMGC defines consent as 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 SharePoint in sexual activity with one person does not imply consent to SharePoint in sexual activity with another. Lastly, retaliation against anyone who reports Sexual Misconduct, participates in an investigation of a complaint, supports a complaint, or testifies concerning a complaint is expressly prohibited by this Policy.

## **Investigative and Adjudicative Procedures Under UMGC Policy**

UMGC's Investigative and Adjudicative Procedures provides for the prompt and equitable investigation and adjudication of complaints of sexual misconduct of which UMGC has Actual Knowledge. "Actual Knowledge" as also defined in the Policy, means notice of Sexual Misconduct or allegations of Sexual Misconduct has been given to UMGC's Title IX Coordinator or a designated official of UMGC, as identified in the Policy, who has the authority to institute corrective measures on UMGC's behalf. While prompt reporting may aid an investigation, there is no time limit imposed as to when a Formal Complaint may be initiated.

After an incident of Sexual Misconduct has occurred the person subjected to the misconduct or a third party, such as UMGC students, staff not designated as Responsible Employees and members of the public are strongly encouraged to report the misconduct to the Title IX Coordinator, a member of the Title IX team, any person defined as a Responsible Employee under the policy, UMGC security, local law enforcement and/or medical personnel. UMGC policy also provides for the confidential reporting to the Ombud's office. All Responsible Employees are required to notify the Title IX Coordinator, or a member of the Title IX team, of any report or incident of sexual misconduct.

Persons subjected to sexual assault, or third parties are strongly encouraged to contact law enforcement or medical personnel as soon as possible following an occurrence to receive guidance in the preservation of evidence needed for proof of criminal acts and the apprehension and prosecution of assailants. The Title IX Coordinator, members of the Title IX Team, UMGC Security or the Confidential Employee will assist in notification of noncampus authorities at the request of the person subjected to sexual assault. The Title IX Coordinator, members of the Title IX Team, UMGC Security or the Confidential Employee will also assist the person subjected to sexual assault obtain medical attention, if the person subjected to sexual assault chooses, including providing transportation to the hospital or other emergency medical facility equipped with the Maryland State Police sexual assault evidence collection kit if the reported assault occurs stateside. UMGC will contact local law enforcement when legally required to do or when there is a direct threat to the UMGC community.

Once the Title IX Coordinator receives a report, the Title IX Coordinator will SharePoint in a meaningful dialogue with Complainant and Respondent to determine which supportive measures may restore or preserve equal access to the education program or activity without unreasonably burdening the other Party, including measures designed to protect the safety of all parties or UMGC's educational environment, or deter Sexual Misconduct. If Complainant desires supportive measures, UMGC can, and should, keep Complainant's identity confidential (including from the Respondent), unless disclosing the Complainant's identity is necessary to provide supportive measures for the Complainant (e.g., where a no-contact order is appropriate and the Respondent would need to know the identity of Complainant in order to comply with the no-contact order, or UMGC security is informed about the no-contact order in order to help enforce its terms).

Additionally, the Title IX Coordinator will specifically:

1. Review and provide Complainant and Respondent with a copy of the Policy and Procedures.
2. When applicable notify Complainant of the right to contact law enforcement.
3. When applicable identify for Complainant available medical treatment resources.
4. Inform Complainant about the importance of preserving evidence.
5. Inform Complainant and Respondent about their right to have an Advisor or support person present during any meeting throughout the process.
6. Provide Complainant with a copy of the Notice of Rights for Complainants.
7. Provide Respondent with a copy of the Notice of Rights for Respondents
8. Explain to Complainant and Respondent UMGC's policy prohibiting Retaliation.

## **DISMISSAL**

- A. An Investigation ordinarily will include interviews of the Parties and any witnesses who may have relevant information, unless clearly unreasonable or duplicative of information already gathered; a review of any pertinent documents, medical records, and communications; and may include other actions deemed appropriate by the Investigator(s).
- B. Once the investigation is complete, the Title IX Team Investigator will prepare an investigative report, which will include a summary of the relevant evidence gathered and describes the relevant information learned during the investigation.

Students, faculty and staff found to have violated the Sexual Misconduct Policy will be subject to disciplinary sanctions including but not limited to verbal or written reprimand, disciplinary probation, restitution, suspension, termination or expulsion. Both parties are offered appeal procedures following receipt of the written decision. A prompt, fair and impartial process will be provided from the initial complaint to the result.

UMGC protects the confidentiality of complaints and the parties involved except to the extent that UMGC's ability to conduct an effective investigation is jeopardized or as otherwise provided by law, including, but not limited to, the Maryland Public Information Act and any lawfully issued subpoena. Complainants, Respondents, witnesses and all persons involved in investigations or in resolving a complaint of discrimination or harassment, are asked to make good faith efforts to keep confidential all information relating to a complaint. Failure to exercise good faith efforts in maintaining confidentiality may

result in disciplinary actions and/or other serious sanctions.

In addition to filing a Sexual Misconduct complaint with the Title IX Coordinator, faculty, staff and students may contact external agencies including the Equal Employment Opportunity Commission (EEOC) or the Maryland Commission on Civil Rights (MCCR). Students may contact the Office for Civil Rights (OCR). A person wishing to file a complaint with an external agency is encouraged to contact the appropriate agency promptly in order to verify the time limits and deadlines for filing complaints.

Please refer to UMGC's Investigative and Adjudicative Procedures for a complete description of procedures including but not limited to anticipated timelines, written notifications and the rights of parties.

## **Prevention and Awareness Programs**

UMGC shall continue to take steps to prevent the occurrence of Sexual Misconduct and remedy its discriminatory effects. Education is an extremely important tool in eradicating discrimination and sexual harassment from the UMGC workplace and educational programs. All students and employees of UMGC will be required to complete Sexual Misconduct training offered online by the Office of Diversity and Equity. Compliance therewith will be monitored by the Title IX Coordinator, the Chief Diversity Officer and the Fair Practices and Equal Opportunity Officer. In addition to the online training, the Title IX coordinator will ensure that all persons involved in the administration of Sexual Misconduct cases obtain annual training in receiving, reporting, and handling of Sexual Misconduct cases.

In accordance with Federal and USM requirements, UMGC's efforts to create a learning environment free from sex based discrimination include but are not limited to providing all newly admitted students with Sexual Misconduct prevention training, and conducting a bi-annual sexual misconduct climate survey designed to assess how student view UMGC's efforts to educate the student community about sexual misconduct; how UMGC would respond to reported incidents of sexual misconduct, and whether students view their participation in UMGC programs and activities as being safe and free from sex based discrimination.

## **Sex Offender Registry**

The federal Campus Sex Crimes Prevention Act of 2000 (CSCPA) provides for the tracking of convicted sex offenders enrolled at or employed by higher education institutions. This act is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The CSCPA amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

In accordance with applicable law(s), state and local law enforcement agencies must provide colleges and universities in their jurisdiction with a list of registered sex offenders who have indicated they are enrolled, employed by or working at the institution. UMGC's global reach may require an individual to research or register at multiple locations. The following link should be used for the current locations: <https://www.umgc.edu/locations/index.cfm>. The specific address for the location should be used when searching for registered sex offenders. A list of all registered sex offenders in Maryland, including registrants employed or enrolled at Maryland institutions of higher education, is available from the state Department of Public Safety and Correctional Services (required under Section 121 of the Adam Walsh Child Protection and Safety Act of 2006) at <http://www.dpscs.state.md.us/online/serve/socem/default.shtml>.

## **Title IX Coordinator & Title IX Team**

Sherri Sampson

Interim Title IX Coordinator

Office of Legal Affairs & Diversity and Equity

University of Maryland Global Campus

3501 University Blvd, East

Room 2316

Adelphi, MD 20783

Phone: (301) 985-7930

[titleixcoordinator@UMGC.edu](mailto:titleixcoordinator@UMGC.edu)

**Title IX Investigator-stateside**

Phone: (301) 985-7931

[TitleIX/EQStatesideInvestigator@umgc.edu](mailto:TitleIX/EQStatesideInvestigator@umgc.edu)

**Title IX Investigator-Asia**

University of Maryland Global Campus Asia

CIV +81(0)42-507-6544

[titleixinvestigator-overseas@umgc.edu](mailto:titleixinvestigator-overseas@umgc.edu)

**Title IX Investigator-Europe**

University of Maryland Global Campus Europe

CIV +49(0)631 5600090090

[titleixinvestigator-overseas@umgc.edu](mailto:titleixinvestigator-overseas@umgc.edu)

## **External Confidential Support Services**

- National Sexual Assault Hotline: 1-800-656-HOPE (4673)
- Maryland Coalition Against Sexual Assault (MCASA)
  - Statewide Sexual Assault Information and Referral help line 1-800-983-RAPE
- Sexual Assault Legal Institute (SALI)
  - For more information, contact MCASA's SALI at 301-565-2277, or toll-free at 877-496-SALI
  - The Sexual Assault Legal Institute (SALI) is a program of the Maryland Coalition Against Sexual Assault (MCASA). SALI provides direct legal services for victims and survivors of sexual assault. SALI also provides technical assistance and training for attorneys, rape crisis and recovery center staff and volunteers, and other professionals working with survivors.
- Domestic Violence and Sexual Assault Center at Dimensions Healthcare, Prince George's Hospital (DVSAC)
  - For more information, contact 301-618-3154 The Domestic Violence and Sexual Assault Center provides a range of medical and counseling services to victims of sexual assault and abuse, including, but not limited, crisis and follow-up counseling and forensic examinations.

## **UMGC Stateside Crime Statistics**

UMGC reviewed applicable agreements and documentation for all sites where it offers educational services and found that a significant number of previously reported locations were no longer considered part of UMG's Clery geography due to the lack of requisite control by UMG. As a result, we now have 7 separate campuses and 8 noncampus locations for the purpose of the Clery Act.

The following tables provide the available statistics for specific crimes reported to a campus security authority and/or local law enforcement, as applicable, for the calendar years 2021, 2022, and 2023. UMGC is required to report the crimes: (1) on campus, (2) in dormitories or other residential facilities for students on campus, (3) in or on a noncampus building or property, or (4) on public property. **UMGC does not have dormitories or other residential facilities for students.**

Statistics disclosed herein are dependent on the ability of law enforcement agencies to accurately provide the information requested. If you would like additional information on any of the reported crimes, please contact the Director of Security at 301-985-7471.

In addition to the UMGC Adelphi Headquarters, UMGC on-campus stateside civilian locations include:

- Dorsey Station, 6865 Deerpath Road, Elkridge, Maryland 21075
- University System of Maryland at Hagerstown, 32 West Washington Street, Hagerstown, Maryland 21740
- Universities at La Plata, 8730 Mitchell Road, La Plata MD 20646
- Universities at Shady Grove, 9636 Gudelsky Drive, Rockville, Maryland, 20850
- University System of Maryland at Southern Maryland, 44219 Airport Road, California, MD 20619

UMGC noncampus stateside civilian locations:

- UMGC Fayetteville, 201 South McPherson Church Road, Fayetteville, North Carolina 28306
- UMGC Killeen, 2710 Clear Creek Road, Killeen, Texas 76549
- UMGC Pearl City, 98-1238 Kaahumanu St. Suite 404 Pearl City, HI 96782
- UMGC San Antonio, 6100 Bandera Road Ste. 401, San Antonio, TX 78238
- UMGC San Diego, 2615 Camino Del Rio south, San Diego, California 92108
- Laurel College Center, 312 Marshall Ave. #205, Laurel, MD 20705
- National Landing, 241 S. 18<sup>th</sup> Street Ste. 305, Arlington, VA 22202
- Odenton, 8379 Piney Orchard Parkway Ste. E, Odenton, MD 21113



**Adelphi Headquarters**  
**University of Maryland Global Campus**  
**3501 University Boulevard East, Adelphi, MD 20783**

- For emergencies or to report a crime, call 911 or the UMD Department of Public Safety at 301-405-3333.
- For an escort or to reach the UMGC Security Department, call 301-985-7371 or dial x7371 from any on-campus phone. Emergency phones are located throughout the parking garage.
- To receive text alerts for emergencies, severe weather alerts, crime alerts, and school closings, please sign up for the [UMGC emergency notification system](#).
- UMGC Headquarters Security hours of operation: Daily, 24 hours.
- More information: [UMGC Security](#)
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CRIME STATISTICS					
Crime	Year	On-Campus	Noncampus <sup>2</sup>	Public Property	Total
Murder/Non-Negligent Manslaughter	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Negligent Manslaughter	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Rape	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Fondling	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Incest	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Statutory Rape	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Robbery	2023	1	0	0	1
	2022	0	1	0	1
	2021	0	1	0	1
Aggravated Assault	2023	0	0	0	0

	2022	0	1	0	1
	2021	0	14	0	14
Burglary / B&E	2023	0	0	0	0
	2022	2	0	0	2
	2021	0	6	0	6
Motor Vehicle Theft	2023	1	0	0	1
	2022	0	4	0	4
	2021	0	6	0	6
Arson	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Hate Crimes <sup>1</sup>	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
<b>Violence Against Women Act (VAWA)</b>					
Dating Violence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Domestic Violence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	8	0	8
Stalking	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
<b>Arrests</b>					
Liquor Law Violation Arrests	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	1	0	1
Drug Law Violation Arrests	2023	0	0	0	0
	2022	0	0	0	0
	2021	1	4	0	5
Illegal Weapons Possession Arrests	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	7	0	7
<b>Campus Disciplinary Referrals</b>					

Liquor Law Violation Referrals	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Drug Law Violation Referrals	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Illegal Weapons Possession Referrals	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
<b>Footnotes:</b>					
1	Hate Crimes are crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived Race, Gender, Religion, Sexual Orientation, National Origin, Gender Identity, Ethnicity, or Disability. Hate crimes are reported for the crimes of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crime involving bodily injury, as well as, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism.				
2	Noncampus crimes include locations listed above under <b><i>UMGC Stateside Crime Statistics</i></b> and only at those specific buildings that UMGC utilizes for classes.				

**\* UMGC does not have any on-campus student housing facilities.**

Year	Total Unfounded Crimes
2023	0
2022	0
2021	0

**Academic Center at Largo**  
**1616 McCormick Drive, Largo, MD 20774**  
**\*\* The UMGC Largo location was sold in March of 2023\*\***

- For emergencies or to report a crime, call 911 or the Prince George's County Police Department at 301-352-1200.
- For an escort or to reach the UMGC Security Department, call 240-684-2911 or dial x2911 from any on-campus phone.
- To receive text alerts for emergencies, severe weather alerts, crime alerts, and school closings, please sign up for the [UMGC emergency notification system](#).
- UMGC Largo Security hours of operation: Monday through Friday, 8 a.m.-6 p.m.
- More information: [UMGC Security](#)

CRIME STATISTICS				
Crime	Year	On-Campus	Public Property	Total
Murder/Non-Negligent Manslaughter	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Negligent Manslaughter	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Rape	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Fondling	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Incest	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Statutory Rape	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Robbery	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Aggravated Assault	2023	0	0	0
	2022	0	0	0
	2021	0	0	0

Burglary / B&E	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Motor Vehicle Theft	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Arson	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Hate Crimes <sup>1</sup>	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Violence Against Women Act (VAWA)</b>				
Dating Violence	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Domestic Violence	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Stalking	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Arrests</b>				
Liquor Law Violation Arrests	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Drug Law Violation Arrests	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Illegal Weapons Possession Arrests	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Campus Disciplinary Referrals</b>				
Liquor Law Violation Referrals	2023	0	0	0
	2022	0	0	0

	2021	0	0	0
Drug Law Violation Referrals	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
	2021	0	0	0
Illegal Weapons Possession Referrals	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Footnotes:</b>				
1	<p>Hate Crimes are crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived Race, Gender, Religion, Sexual Orientation, National Origin, Gender Identity, Ethnicity, or Disability. Hate crimes are reported for the crimes of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crime involving bodily injury, as well as, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism.</p>			

**\* UMGC does not have any on-campus student housing facilities.**

<b>Year</b>	<b>Total Unfounded Crimes</b>
2023	0
2022	0
2021	0

**Dorsey Station**  
**6865 Deerpath Rd, Elkridge, MD 21075**

- For emergencies or to report a crime, call 911 or the Howard County Police Department at 410-313-2200.
- To receive text alerts for emergencies, severe weather alerts, crime alerts, and school closings, please sign up for the [UMGC emergency notification system](#) or the [Howard County emergency notification system](#).
- Dorsey Station main office: 443-459-3500.
- More information: [UMGC Security](#)

CRIME STATISTICS				
Crime	Year	On-Campus	Public Property	Total
Murder/Non-Negligent Manslaughter	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Negligent Manslaughter	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Rape	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Fondling	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Incest	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Statutory Rape	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Robbery	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Aggravated Assault	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Burglary / B&E	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Motor Vehicle Theft	2023	0	0	0
	2022	0	0	0

	2021	0	0	0
Arson	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Hate Crimes <sup>1</sup>	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Violence Against Women Act (VAWA)</b>				
Dating Violence	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Domestic Violence	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Stalking	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Arrests</b>				
Liquor Law Violation Arrests	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Drug Law Violation Arrests	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Illegal Weapons Possession Arrests	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Campus Disciplinary Referrals</b>				
Liquor Law Violation Referrals	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Drug Law Violation Referrals	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Illegal Weapons Possession Referrals	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Footnotes:</b>				



1

Hate Crimes are crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived Race, Gender, Religion, Sexual Orientation, National Origin, Gender Identity, Ethnicity, or Disability. Hate crimes are reported for the crimes of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crime involving bodily injury, as well as, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism.

**\* UMGC does not have any on-campus student housing facilities.**

Year	Total Unfounded Crimes
2023	0
2022	0
2021	0

**University System of Maryland at Hagerstown**  
**32 West Washington Street, Hagerstown, MD 21740**

- For emergencies or to report a crime, call 911 or the Hagerstown Police Department at 240-527-2762.
- To receive text alerts for emergencies, severe weather alerts, and crime alerts, please sign up for the [Washington County emergency notification system](#).
- More information: [Hagerstown Security](#)

CRIME STATISTICS				
Crime	Year	On-Campus	Public Property	Total
Murder/Non-Negligent Manslaughter	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Negligent Manslaughter	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Rape	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Fondling	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Incest	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Statutory Rape	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Robbery	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Aggravated Assault	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Burglary / B&E	2023	0	0	0
	2022	0	0	0
	2021	0	0	0

Motor Vehicle Theft	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Arson	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Hate Crimes <sup>1</sup>	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Violence Against Women Act (VAWA)</b>				
Dating Violence	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Domestic Violence	2023	0	0	0
	2022	0	0	0
	2021	1	0	1
Stalking	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Arrests</b>				
Liquor Law Violation Arrests	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Drug Law Violation Arrests	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Illegal Weapons Possession Arrests	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Campus Disciplinary Referrals</b>				
Liquor Law Violation Referrals	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Drug Law Violation Referrals	2023	0	0	0
	2022	0	0	0

	2021	0	0	0
Illegal Weapons Possession Referrals	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Footnotes:</b>				
1	<p>Hate Crimes are crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived Race, Gender, Religion, Sexual Orientation, National Origin, Gender Identity, Ethnicity, or Disability. Hate crimes are reported for the crimes of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crime involving bodily injury, as well as, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism.</p>			

**\* UMGC does not have any on-campus student housing facilities.**

Year	Total Unfounded Crimes
2023	0
2022	0
2021	0

**University System of Maryland at Southern Maryland**  
**44219 Airport Road, California, MD 20619**

- For emergencies or to report a crime, call 911 or the St. Mary's County Sheriff's office at 301-475-4200.
- To receive text alerts for emergencies, severe weather alerts, and crime alerts, sign up for the [University System of Maryland at Southern Maryland](#).
- More information: [St. Mary's County Sheriff's office](#).

CRIME STATISTICS				
Crime	Year	On-Campus	Public Property	Total
Murder/Non-Negligent Manslaughter	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Negligent Manslaughter	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Rape	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Fondling	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Incest	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Statutory Rape	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Robbery	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Aggravated Assault	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Burglary / B&E	2023	0	0	0
	2022	0	0	0

	2021	0	0	0
Motor Vehicle Theft	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Arson	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Hate Crimes <sup>1</sup>	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Violence Against Women Act (VAWA)</b>				
Dating Violence	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Domestic Violence	2023	0	0	0
	2022	0	0	0
	2021	1	0	1
Stalking	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Arrests</b>				
Liquor Law Violation Arrests	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Drug Law Violation Arrests	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Illegal Weapons Possession Arrests	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Campus Disciplinary Referrals</b>				
Liquor Law Violation Referrals	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Drug Law Violation Referrals	2023	0	0	0

	2022	0	0	0
	2021	0	0	0
Illegal Weapons Possession Referrals	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Footnotes:</b>				
1	Hate Crimes are crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived Race, Gender, Religion, Sexual Orientation, National Origin, Gender Identity, Ethnicity, or Disability. Hate crimes are reported for the crimes of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crime involving bodily injury, as well as, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism.			
2	This location is now included as a separate campus based on guidance provided by the Maryland State Attorney General's office in June 2023 regarding the classification of University of Maryland System locations.			

**\* UMGC does not have any on-campus student housing facilities.**

<b>Year</b>	<b>Total Unfounded Crimes</b>
2023	0
2022	0
2021	0

**Universities at La Plata**  
**8730 Mitchell Road, La Plata MD 20646**

**Contents from the Waldorf Center were moved to this location in May 2020, but no employees or students occupied the space due to the Covid-19 Pandemic until 2023.**

- For emergencies or to report a crime, call 911 or the Charles County Sheriff's office at 301-932-2222.
- To receive text alerts for emergencies, severe weather alerts, crime alerts, and school closings, please sign up for the [UMGC emergency notification system](#) and the [Charles County emergency notification system](#).
- Waldorf Center for Higher Education Public Safety hours of operation: Monday through Thursday, 6 a.m.-10:30 p.m.
- More information: [College of Southern Maryland Campus Public Safety](#) or [UMGC Security](#)

CRIME STATISTICS				
Crime	Year	On-Campus	Public Property	Total
Murder/Non-Negligent Manslaughter	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Negligent Manslaughter	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Rape	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Fondling	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Incest	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Statutory Rape	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Robbery	2023	0	0	0
	2022	0	0	0
	2021	0	0	0



Aggravated Assault	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Burglary / B&E	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Motor Vehicle Theft	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Arson	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Hate Crimes <sup>1</sup>	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Violence Against Women Act (VAWA)</b>				
Dating Violence	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Domestic Violence	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Stalking	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
<b>Arrests</b>				
Liquor Law Violation Arrests	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Drug Law Violation Arrests	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Illegal Weapons Possession Arrests	2023	0	0	0
	2022	0	0	0
	2021	0	0	0

Campus Disciplinary Referrals				
Liquor Law Violation Referrals	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Drug Law Violation Referrals	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Illegal Weapons Possession Referrals	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Footnotes:				
1	<p>Hate Crimes are crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived Race, Gender, Religion, Sexual Orientation, National Origin, Gender Identity, Ethnicity, or Disability. Hate crimes are reported for the crimes of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crime involving bodily injury, as well as, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism.</p>			

**\* UMGC does not have any on-campus student housing facilities.**

Year	Total Unfounded Crimes
2023	0
2022	0
2021	0

Contents from the Waldorf Center were moved to this location in May 2020, but no employees or students have occupied the space due to the Covid-19 Pandemic until 2023.

**Universities at Shady Grove**  
**9636 Gudelsky Drive, Rockville, Maryland, 20850**

The Universities at Shady Grove (USG) is a regional center located in Rockville, Maryland, that supports programs from nine different institutions within 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 Global 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 at (<http://www.shadygrove.umd.edu/about/public-safety/>).

<b>The Universities at Shady Grove<sup>(1)</sup></b>					
<b>Crime Report Statistics<sup>(4)</sup></b>					
Category	Year	On Campus	Noncampus	Public Property <sup>(2)</sup>	Total
Murder & Non-Negligent Manslaughter	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Negligent Manslaughter	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Rape	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Fondling	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Incest	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Statutory Rape	2023	0	0	0	0

	2022	0	0	0	0
	2021	0	0	0	0
Robbery	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Aggravated Assault	2023	0	0	0	0
	2022	0	0	1	1
	2021	0	0	0	0
Burglary	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Motor Vehicle Theft	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Arson	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Hate Crimes <sup>(3)</sup>	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
<b>Violence Against Women Act (VAWA)</b>					
Domestic Violence <sup>(5)</sup>	2023	0	0	0	0
	2022	0	0	0	0
	2021	1	0	0	1
Dating Violence <sup>(5)</sup>	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Stalking <sup>(5) (7)</sup>	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
<b>Arrest Statistics</b>					
Liquor Law Violation Arrests	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Drug Law Violation Arrests	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

Illegal Weapons Possession Arrests	2023	0	0	0	0
	2022	0	0	0	0
	2021	1	0	0	1
<b>Campus Disciplinary Referrals <sup>(6)</sup></b>					
Liquor Law Violation Referrals	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Drug Law Violation Referrals	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Illegal Weapons Violation Referrals	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
<b>Footnotes:</b>					
1	The Universities at Shady Grove (USG) is a Regional Center for University System of Maryland (USM). Degree programs provided by 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 on public property immediately adjacent to and accessible from the campus, but not on USG 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), Ethnicity (E), Disability (D), Gender Identity (GI), or National Origin (NO). Any numbers in small-print parentheses would indicate how many of the total number or reported incidents were motivated by each type of bias.				
4	Statistics on this chart are a summation of records requested and received from the Montgomery County Police Dept. (which includes all Rockville City Police Dept. records) and the Maryland State Police. This chart additionally include all Clery reportable statistics reported to USG security officers or other Campus Security Authorities, including those reported to partner institution CSAs.				
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 Security Authorities or where enough information is known to allow classification.				
6	Individuals not arrested but referred for possible campus disciplinary action (e.g. first offenders required to attend educational programs.)				
7	Unfounded reports are classified as unfounded based on the results of a full investigation and evidence conducted by sworn law enforcement personnel that determine the crime report is false or baseless. Reported crimes may not be classified as unfounded (or otherwise withheld or subsequently removed) based on a decision by a court, coroner, jury, prosecutor, or other similar non-campus official.				

**\* UMGC does not have any on-campus student housing facilities.**

Year	Total Unfounded Crimes
2023	0
2022	0
2021	0

## **UMGC EUROPE**

### **(Headquarters in Kaiserslautern, Germany)**

#### **UMGC Europe Safety and Security**

This report is prepared in cooperation with military security/police forces, Office of Legal Affairs, Diversity and Equity Office, Military Partnerships and UMGCEurope Director's Office and Human Resources Office. Campus crime, arrests and referral statistics include those reported to campus officials (including but not limited to department heads, education coordinators, regional directors and military Education Service Officers) and base security/police forces. All criminal incidents are classified in accordance with the FBI Uniform Crime reporting Guidelines.

UMGC Europe is headquartered in Kaiserslautern, Germany. Classes are offered at several U.S. military installations throughout Europe and the Middle East.

#### **Compiling the Annual Security Report**

The Facilities Management Department at UMGCEurope has the overall responsibility of preparing the annual security report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Senior Emergency Management Specialist collaborates with several university offices and external agencies to include; Campus Security, Office of Legal Affairs, Diversity and Equity Office, Office of Military Partnerships, the overseas divisions of Europe and Asia, University of Maryland Department of Public Safety, Prince George's County Police department and other local law enforcement agencies, to compile information within the report. Each entity provides information on their educational efforts and programs. Campus crime, arrest, and referral statistics include those reported to Campus Security, Campus Security Authorities and local law enforcement.

The Annual Security Report is available no later than October 1 of every year. UMGCEurope distributes an email correspondence to all current faculty, staff and students providing a direct link to the report. The current Annual Security report and reports for the previous 7 years are available on the web site: <http://www.UMGC.edu/current-students/student-life-and-support/safety-and-security/annual-report.cfm>. If you wish to receive a copy of the current Annual Safety and Security Report, contact the UMGCEurope Senior Emergency Manager at 301-985-7139 or email security at [security@UMGC.edu](mailto:security@UMGC.edu).

Prospective students and employees can obtain a copy of the current Annual Security report and reports for the previous 7 years on the web site: <http://www.UMGC.edu/current-students/student-life-and-support/safety-and-security/annual-report.cfm>. If you wish to receive a copy of the current Annual Safety and Security Report, contact the UMGCEurope Senior Emergency Manager at 301-985-7139 or email security at [security@UMGC.edu](mailto:security@UMGC.edu).

#### **Crime Statistics**

The statistics are collected for four types of properties: (a) on campus, (b) in dormitories or other residential facilities for students on campus, (c) in or on a non-campus building or property, or (d) on public property. **Campus** is defined as "(1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor)." **Noncampus** building or property is defined as "(1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution." **Public Property** is defined as "public property, including thoroughfares, streets, sidewalks, and parking facilities,

that is within the campus, or immediately adjacent to and accessible from the campus."

All criminal incidents are classified in accordance with the FBI Uniform Crime reporting Guidelines.

## **Cooperation with Law Enforcement**

UMGC Security personnel have no arrest powers but provide a uniformed security presence. They have the authority to issue parking citations, ask individuals for their identification and determine whether individuals have lawful business at UMG. UMG Security maintains a close working relationship with local, state, and federal law enforcement agencies, such as, the University of Maryland Department of Public Safety and Prince Georges County Police department, as well as other law enforcement agencies and first responders.

The University does not have a written memorandum of understanding with any law enforcement agency, however, UMG Security interacts and communicates with local agencies during and after incidents, as well as, on joint efforts to promote a safer campus.

### **To report a crime or an emergency situation at any of the installations, contact:**

112 - Cell Phone (German Emergency Assistance)

112 - DSN (On Post Emergency Assistance)

112 emergency phone number also works on Air Force Bases in Europe, in every EU country, and in over 70 countries worldwide.

The Education Centers at the local military installations ordinarily close between 2200 and 2300 (10:00p.m. and 11:00 p.m.) each evening or when all evening activities conclude. High schools on the installations, where UMG classes are often held, close at similar times.

UMG Europe does not recognize any noncampus student organizations. Therefore, UMG does not monitor criminal activity that students Sharepoint in noncampus. UMG Europe does not have any student on-campus housing.

UMG Europe offers Emergency Preparedness information to employees during initial onboarding and has links to important security related information available on the university's official Intranet. Information provided includes and is not limited to the USAREUR Reporting Portal (for threats, crimes, and suspicious activity), emergency response numbers, and UMG's Response Emergency Assessment Crisis Team. Furthermore, the mandatory training that all UMG Europe employees are required to complete includes topics related to crime prevention and reporting (i.e. Preventing Sexual Harassment/Assault) found in Workday Onboarding. UMG Europe does not provide programs to inform students about crime prevention, outside of programs related to sexual misconduct, since base security/military police on each installation are responsible for base security. Each military installation provides members of the community (to include our students, staff, and faculty) with resources on crime prevention and reporting, such as free pamphlets, pocket sized emergency contact information cards, etc.

Additionally, the local garrisons offer community level, instructor led face to face training open to the military community on topics including emergency preparedness, Anti-terrorism/Force Protection, Operations Security (OPSEC), Threat Awareness and Reporting Program (TARP), and iWATCH. This training includes information and updates relevant to the sites and is mandatory (on an annual basis) for service members and DOD civilians/contractors.

The University does not have a policy that allows victims or witnesses to make confidential reports for inclusion in this Annual Report, other than under UMG's Sexual Misconduct Policy (see the Sexual Misconduct Policy on page 77 for more information). However, if an individual is interested in making a report, he or she should contact the UMG Director of Security at 301-985-7471 and every effort will be made to ensure that the individual's identity remains confidential.

For additional information regarding base security and emergency response procedures, please contact the 569 US Forces Police at 489-6060/7070 or 0631-5366060 or your local base security force or military police. UMGC Europe encourages students and employees to be responsible for their own security and the security of others.

## **Timely Warning**

Systems and procedures for mass notification of emergency situations vary by installation and by service branch. Dependent upon the nature of the emergency, personnel may be notified via 1) "Big Voice" loudspeaker system, 2) text message/email notifications from the local military alert system, 3) phone/email notification initiated by their Unit Commander and Leadership.

Emergency notifications and security updates are disseminated to staff and faculty via broadcast email messages and via phone calls or face to face, if necessary. Notifications are sent through the HR office or through the Director's office. Active-duty military students are typically notified through their chain of command/units. DOD contractors are notified through their leadership. Family members are notified through their sponsor.

In emergency situations UMGC will contact students only when emergencies or severe weather conditions impact class schedules or use of education facilities. All student notifications would reference the military installation official announcement and be delivered primarily via social media announcements and emails to impacted students.

For information regarding base warning systems, please contact your local base security forces or military police.

## **Security Awareness and Crime Prevention Strategies**

We all must work together to maintain a safe and secure environment. Heighten your security awareness and remain vigilant. Know your surroundings and who or what should or should not be there. If you have a concern or see something suspicious, report it immediately to security or law enforcement.

Be cautious and suspicious of:

- Any odd or out of the ordinary occurrences
- Suspicious behavior
- Strange or peculiar activity
- Unattended backpacks, briefcases, etc.
- Packages, envelopes that do not appear normal
- Strange or illegally parked vehicles

In accordance with the Threat Awareness and Reporting Program (AR 381-12), if you encounter a suspicious situation or person:

DO:

- Be observant and attentive
- Remember details
- Act noncommittal/ask for time

DO NOT:

- Investigate on your own
- Commit yourself to anything



- Discuss incident with anyone except US Army Intelligence Special Agents

You can minimize your chances of becoming a victim of crime if you know what situations to avoid and what preventive actions to take. Common-sense prevention skills can help make life at work safer for all.

- Trust your instincts. They are a natural gift that tells you when something is wrong.
- Be ready to take protective action if necessary. This could be something as simple as crossing the street and entering a populated area.
- Never leave valuables unattended and unsecured.
- Before you exit your car or building, check your surroundings for suspicious looking people and vehicles.
- Walk confidently and briskly.
- Scan the area around your car as you approach. If you see someone loitering around your vehicle, walk past until they leave.
- Always lock your office and any unoccupied room, even when leaving for only a moment.
- Check the identity of any strangers who are in your work area office - offer your assistance and ask them whom they are visiting and if you can help them find that person. If they make you uncomfortable, report your suspicions.
- Always let someone know where you'll be - whether you're coming in late, working late, going to lunch, or to a meeting.
- Be discreet - don't advertise your social life and vacation plans or those of others to people visiting or calling.
- Be cautious in restrooms. Attackers can hide in stalls and corners.
- Leaving late - create a buddy system for walking to the parking lot/garage.

Safe Social Networking:

- Be cautious when accepting friend requests and interacting with people online.
- Don't share information that you don't want to become public.
- Providing too much information in your profile can leave you exposed to people who want to steal your identity or steal sensitive information.
- When using Facebook and other social media platforms, do not post personally identifiable information.
- Take a close look at all privacy settings. Set security options to allow visibility to "friends only."
- Geotagging is a feature that reveals your location to other people within your network. Consider turning off the GPS function of your smartphone.

Safety and Security is the responsibility of everyone. For more information on security awareness and crime prevention measures please visit the UMGC Security website at <http://www.UMGC.edu/security/> or contact your base security/military police force.

## **Response Emergency Assessment Crisis Team (REACT)**

The Response Emergency Assessment Crisis Team (REACT) is dedicated to coordinating a proactive and planned approach to facilitate the early identification, prevention, assessment and management of serious interpersonal distress and/or harmful, disruptive behavior that threatens the safety and well-being of University of Maryland Global Campus students, faculty, staff and guests.

The team will review concerns raised by members of the UMGC community. It is the responsibility of the staff, faculty and students to immediately [report](#) any situation that could result in harm to anyone at the university. The reports may come directly to the review team depending on the nature of the concern. **However, when there is a life-threatening emergency or an active or immediate risk of violence to self or others, contact the police at 911 or the [local military police/security force](#) that has jurisdiction over your location.**

For more information or to report your concerns please visit UMGC's [REACT web page](#), or contact [react@UMGC.edu](mailto:react@UMGC.edu).

## **Sexual Misconduct Policy**

University System of Maryland (USM) and UMGC are committed to providing a working and learning environment free from sexual misconduct and harassment, including sexual and gender-based harassment, sexual violence, sexual assault, dating violence, domestic violence, sexual exploitation, and sexual intimidation.

For USM's Policy on Sexual Misconduct, visit <http://www.usmd.edu/regents/bylaws/SectionVI/VI160.pdf>.

For UMGC's Policy on Sexual Misconduct, see <https://www.UMGC.edu/policies/adminpolicies/admin04100.cfm>.

UMGC Policy 041.00 expressly prohibits sexual misconduct, a form of sex discrimination. Consistent with the USM policy, UMGC's Sexual Misconduct policy explicitly prohibits sexual harassment, sexual assault including but not limited to dating violence, domestic violence, sexual exploitation, sexual intimidation, sexual violence, and stalking. These terms are defined within UMGC's policy. Sexual misconduct is an umbrella term that encompasses Dating Violence, Domestic Violence, Sexual Violence, Sexual Harassment, Sexual Assault, Sexual Coercion, Sexual Exploitation, Sexual Intimidation, Relationship Violence and Stalking. Sexual Misconduct can be committed by any person, regardless of gender identity and can occur between people of the same or different sex, sexual orientation, or gender expression. UMGC defines consent as 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 SharePoint in sexual activity with one person does not imply consent to SharePoint in sexual activity with another. Lastly, retaliation against anyone who reports Sexual Misconduct, participates in an investigation of a complaint, supports a complaint, or testifies concerning a complaint is expressly prohibited by this Policy.

## **Investigative and Adjudicative Procedures Under UMGC Policy**

UMGC's Investigative and Adjudicative Procedures provides for the prompt and equitable investigation and adjudication of complaints of sexual misconduct of which UMGC has Actual Knowledge. "Actual Knowledge" as also defined in the Policy, means notice of Sexual Misconduct or allegations of Sexual Misconduct has been given to UMGC's Title IX Coordinator or a designated official of UMGC, as identified in the Policy, who has the authority to institute corrective measures on UMGC's behalf. While prompt reporting may aid an investigation, there is no time limit imposed as to when a Formal Complaint may be initiated.

After an incident of Sexual Misconduct has occurred the person subjected to the misconduct or a third party, such as UMGC students, staff not designated as Responsible Employees and members of the public are strongly encouraged to report the misconduct to the Title IX Coordinator, a member of the Title IX team, any person defined as a Responsible Employee under the policy, UMGC security, local law enforcement and/or medical personnel. UMGC policy also provides for the confidential reporting to the Ombud's office. All Responsible Employees are required to notify the Title IX Coordinator, or a member of the Title IX team, of any report or incident of sexual misconduct.

Persons subjected to sexual assault, or third parties are strongly encouraged to contact law enforcement or medical personnel as soon as possible following an occurrence to receive guidance in the preservation of evidence needed for proof of criminal acts and the apprehension and prosecution of assailants. The Title IX Coordinator, members of the Title IX Team, UMGC Security or the Confidential Employee will assist in notification of noncampus authorities at the request of the person

subjected to sexual assault. The Title IX Coordinator, members of the Title IX Team, UMGC Security or the Confidential Employee will also assist the person subjected to sexual assault obtain medical attention, if the person subjected to sexual assault chooses, including providing transportation to the hospital or other emergency medical facility equipped with the Maryland State Police sexual assault evidence collection kit if the reported assault occurs stateside. UMGC will contact local law enforcement when legally required to do or when there is a direct threat to the UMGC community.

Once the Title IX Coordinator receives a report, the Title IX Coordinator will SharePoint in a meaningful dialogue with Complainant and Respondent to determine which supportive measures may restore or preserve equal access to the education program or activity without unreasonably burdening the other Party, including measures designed to protect the safety of all parties or UMGC's educational environment, or deter Sexual Misconduct. If Complainant desires supportive measures, UMGC can, and should, keep Complainant's identity confidential (including from the Respondent), unless disclosing the Complainant's identity is necessary to provide supportive measures for the Complainant (e.g., where a no-contact order is appropriate and the Respondent would need to know the identity of Complainant in order to comply with the no-contact order, or UMGC security is informed about the no-contact order in order to help enforce its terms).

Additionally, the Title IX Coordinator will specifically:

1. Review and provide Complainant and Respondent with a copy of the Policy and Procedures.
2. When applicable notify Complainant of the right to contact law enforcement.
3. When applicable identify for Complainant available medical treatment resources.
4. Inform Complainant about the importance of preserving evidence.
5. Inform Complainant and Respondent about their right to have an Advisor or support person present during any meeting throughout the process.
6. Provide Complainant with a copy of the Notice of Rights for Complainants.
7. Provide Respondent with a copy of the Notice of Rights for Respondents
8. Explain to Complainant and Respondent UMGC's policy prohibiting Retaliation.

## **DISMISSAL**

- C. An Investigation ordinarily will include interviews of the Parties and any witnesses who may have relevant information, unless clearly unreasonable or duplicative of information already gathered; a review of any pertinent documents, medical records, and communications; and may include other actions deemed appropriate by the Investigator(s).
- D. Once the investigation is complete, the Title IX Team Investigator will prepare an investigative report, which will include a summary of the relevant evidence gathered and describes the relevant information learned during the investigation.

Students, faculty and staff found to have violated the Sexual Misconduct Policy will be subject to disciplinary sanctions including but not limited to verbal or written reprimand, disciplinary probation, restitution, suspension, termination or expulsion. Both parties are offered appeal procedures following receipt of the written decision. A prompt, fair and impartial process will be provided from the initial complaint to the result.

UMGC protects the confidentiality of complaints and the parties involved except to the extent that UMGC's ability to conduct an effective investigation is jeopardized or as otherwise provided by law, including, but not limited to, the Maryland Public Information Act and any lawfully issued subpoena. Complainants, Respondents, witnesses and all persons involved in investigations or in resolving a complaint of discrimination or harassment, are asked to make good faith efforts to keep confidential all information relating to a complaint. Failure to exercise good faith efforts in maintaining confidentiality may result in disciplinary actions and/or other serious sanctions.

In addition to filing a Sexual Misconduct complaint with the Title IX Coordinator, faculty, staff and students may contact external agencies including the Equal Employment Opportunity Commission (EEOC) or the Maryland Commission on Civil

Rights (MCCR). Students may contact the Office for Civil Rights (OCR). A person wishing to file a complaint with an external agency is encouraged contact the appropriate agency promptly in order to verify the time limits and deadlines for filing complaints.

Please refer to UMGC's Investigative and Adjudicative Procedures for a complete description of procedures including but not limited to anticipated timelines, written notifications and the rights of parties.

## **Prevention and Awareness Programs**

UMGC shall continue to take steps to prevent the occurrence of Sexual Misconduct and remedy its discriminatory effects. Education is an extremely important tool in eradicating discrimination and sexual harassment from the UMGC workplace and educational programs. All students and employees of UMGC will be required to complete Sexual Misconduct training offered online by the Office of Diversity and Equity. Compliance therewith will be monitored by the Title IX Coordinator, the Chief Diversity Officer and the Fair Practices and Equal Opportunity Officer. In addition to the online training, the Title IX coordinator will ensure that all persons involved in the administration of Sexual Misconduct cases obtain annual training in receiving, reporting, and handling of Sexual Misconduct cases.

In accordance with Federal and USM requirements, UMGC's efforts to create a learning environment free from sex based discrimination include but are not limited to providing all newly admitted students with Sexual Misconduct prevention training, and conducting a bi-annual sexual misconduct climate survey designed to assess how students view UMGC's efforts to educate the student community about sexual misconduct; how UMGC would respond to reported incidents of sexual misconduct, and whether students view their participation in UMGC programs and activities as being safe and free from sex based discrimination.

## **Sex Offender Registry**

The federal Campus Sex Crimes Prevention Act of 2000 (CSCPA) provides for the tracking of convicted sex offenders enrolled at or employed by higher education institutions. This act is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The CSCPA amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

In accordance with applicable law(s), state and local law enforcement agencies must provide colleges and universities in their jurisdiction with a list of registered sex offenders who have indicated they are enrolled, employed by or working at the institution. UMGC's global reach may require an individual to research or register at multiple locations. The following link should be used for the current locations: <https://www.umgc.edu/locations/index.cfm>. The specific address for the location should be used when searching for registered sex offenders. A list of all registered sex offenders in Maryland, including registrants employed or enrolled at Maryland institutions of higher education, is available from the state Department of Public Safety and Correctional Services (required under Section 121 of the Adam Walsh Child Protection and Safety Act of 2006) at <http://www.dpscs.state.md.us/onlineservs/socem/default.shtml>.

## **Title IX Coordinator & Title IX Team**

Sherri Sampson  
Interim Title IX Coordinator  
Office of Legal Affairs & Diversity and Equity  
University of Maryland Global Campus

3501 University Blvd, East  
Room 2316  
Adelphi, MD 20783  
Phone: (301) 985-7930  
[titleixcoordinator@UMGC.edu](mailto:titleixcoordinator@UMGC.edu)

#### **Title IX Investigator-stateside**

Phone: (301) 985-7931  
[TitleIX/EOSTatesideInvestigator@umgc.edu](mailto:TitleIX/EOSTatesideInvestigator@umgc.edu)

#### **Title IX Investigator-Asia**

University of Maryland Global Campus Asia  
CIV +81(0)42-507-6544  
[titleixinvestigator-overseas@umgc.edu](mailto:titleixinvestigator-overseas@umgc.edu)

#### **Title IX Investigator-Europe**

University of Maryland Global Campus Europe  
CIV +49(0)631 5600090090  
[titleixinvestigator-overseas@umgc.edu](mailto:titleixinvestigator-overseas@umgc.edu)

### **External Confidential Support Services**

- National Sexual Assault Hotline: 1-800-656-HOPE (4673)
- Maryland Coalition Against Sexual Assault (MCASA)
  - Statewide Sexual Assault Information and Referral help line 1-800-983-RAPE
- Sexual Assault Legal Institute (SALI)
  - For more information, contact MCASA's SALI at 301-565-2277, or toll-free at 877-496-SALI
  - The Sexual Assault Legal Institute (SALI) is a program of the Maryland Coalition Against Sexual Assault (MCASA). SALI provides direct legal services for victims and survivors of sexual assault. SALI also provides technical assistance and training for attorneys, rape crisis and recovery center staff and volunteers, and other professionals working with survivors.
- Domestic Violence and Sexual Assault Center at Dimensions Healthcare, Prince George's Hospital (DVSAC)
  - For more information, contact 301-618-3154 The Domestic Violence and Sexual Assault Center provides a range of medical and counseling services to victims of sexual assault and abuse, including, but not limited, crisis and follow-up counseling and forensic examinations.

### **Collection of Clery Crime Statistics**

Campus crime, arrests and referral statistics include those reported to campus security authorities (CSA). A CSA includes campus security or an individual responsible for monitoring the entrance into institutional property; local law enforcement; an official of an institution who has significant responsibility for student and campus activities, including, but not limited to Department Heads, Education Coordinators, Regional Directors and military Education Service Officers. All criminal incidents are classified in accordance with the FBI Uniform Crime reporting Guidelines.

The statistics are collected for four types of properties: (a) on campus, (b) in dormitories or other residential facilities for students on campus, (c) in or on a noncampus building or property, or (d) on public property. **Campus** is defined as "(1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence

halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor)." **Noncampus** building or property is defined as "(1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution." **Public Property** is defined as "public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus."

#### **Categories of crime statistics included in this report are:**

**Criminal Offenses** – murder/ non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic violence, dating violence and stalking.

**Hate crimes** – any 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, Sexual Orientation, National Origin, Gender Identity, Ethnicity, or Disability. Hate crimes are reported for the crimes of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crimes involving bodily injury, as well as, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism.

**Arrests and Referrals for Disciplinary Action** - for weapons (carrying or possessing), drug abuse violations and liquor law violations. Campus Disciplinary Referrals are incidents where an individual is not arrested but referred for possible campus disciplinary action (e.g. first offenders required to attend educational programs).

Crime definitions are classified based on the FBI's Uniform Crime Reporting Handbook (UCR) at [https://ucr.fbi.gov/additional-ucr-publications/ucr\\_handbook.pdf](https://ucr.fbi.gov/additional-ucr-publications/ucr_handbook.pdf) and the FBI's National Incident-Based Reporting System (NIBRS) <https://www.fbi.gov/about-us/cjis/ucr/nibrs/nibrs-user-manual>.

## **Crime Definitions**

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

**Criminal Homicide – Negligent Manslaughter:** The killing of another person through gross negligence.

**Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- e. **Rape** - The 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.
- f. **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 incapacity.
- g. **Incest**—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- h. **Statutory Rape**—Sexual intercourse with a person who is under the statutory age of consent.

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

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

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

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

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

**Illegal Weapons (Carrying, Possessing, Etc.):** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**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 those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**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.

**Domestic Violence:** Is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: a) length of the relationship, b) the type of relationship, c) the frequency of interaction between the persons involved in the relationship.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

- d. **Course of conduct** means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.
- e. **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
- f. **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily,

require medical or other professional treatment or counseling.

**Hate Crimes:** A hate crime is defined as any crime that manifests evidence that a victim was selected because of his/her actual or perceived race; gender; gender identity; religion; sexual orientation; ethnicity; national origin or disability.

- e. **Larceny-Theft** (Except Motor Vehicle Theft) - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
- f. **Simple Assault** - An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- g. **Intimidation** - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- h. **Destruction/Damage/Vandalism of Property** - To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## UMGC Europe Crime Statistics

The following tables provide the available statistics for certain crimes reported to a campus security authority, base security force, and/or local law enforcement, as applicable, for the calendar years 2021, 2022, and 2023. UMGC is required to report the crimes: (1) on campus, (2) in dormitories or other residential facilities for students on campus, (3) in or on a noncampus building or property, or (4) on public property. **UMGC Europe does not have dormitories or other residential facilities for students.**

Statistics disclosed are dependent on the ability of law enforcement agencies to accurately provide the information requested.

If you would like additional information, please contact the 569 US Forces Police at 489-6060/7070 or 0631-5366060 or the base security force or military police for your installation.

<b>UMGC Europe Headquarters</b> <b>Hertelsbrunnenring 10, 67657 Kaiserslautern, Germany</b>					
CRIME STATISTICS					
Crime	Year	On-Campus	Noncampus	Public Property	Total
Murder/Non-Negligent Manslaughter	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Negligent Manslaughter	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Rape	2023	0	0	0	0



	2022	1 <sup>1</sup>	0	0	1
	2021	0	0	0	0
Fondling	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Incest	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Statutory Rape	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Robbery	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Aggravated Assault	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Burglary / B&E	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Motor Vehicle Theft	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Arson	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Hate Crimes <sup>1</sup>	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
<b>Violence Against Women Act (VAWA)</b>					
Dating Violence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Domestic Violence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Stalking	2023	0	0	0	0

<sup>1</sup> This statistic was reported in 2022 but occurred in 1986.

	2022	0	0	0	0
	2021	0	0	0	0
<b>Arrests</b>					
Liquor Law Violation Arrests	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Drug Law Violation Arrests	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Illegal Weapons Possession Arrests	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
<b>Campus Disciplinary Referrals</b>					
Liquor Law Violation Referrals	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Drug Law Violation Referrals	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Illegal Weapons Possession Referrals	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
<b>Footnotes:</b>					
1	<p>Hate Crimes are crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived Race, Gender, Religion, Sexual Orientation, National Origin, Gender Identity, Ethnicity, or Disability. Hate crimes are reported for the crimes of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crime involving bodily injury, as well as, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism.</p>				

**\* UMGC does not have any on-campus student housing facilities.**

Year	Total Unfounded Crimes
2023	0
2022	0
2021	0

## **UMGC ASIA**

### **(Headquarters in Tokyo, Japan –Yokota Air Base Education Center)**

#### **UMGC Asia Safety and Security**

This report is prepared in cooperation with military security/police forces, Office of Legal Affairs, Diversity and Equity Office, Military Partnerships and UMG Asia Director's Office. Campus crime, arrests and referral statistics include those reported to campus officials (including but not limited to department heads, education coordinators, regional directors and military Education Service Officers) and base security/police forces. All criminal incidents are classified in accordance with the FBI Uniform Crime reporting Guidelines.

UMGC Asia is headquartered in Tokyo, Japan at Yokota Air Base, Building 445. Classes are offered at U.S. military installations throughout Asia.

#### **Compiling the Annual Security Report**

The Facilities Management Department at UMG Asia has the overall responsibility of preparing the annual security report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Senior Emergency Management Specialist collaborates with several university offices and external agencies to include Campus Security, Office of Legal Affairs, Diversity and Equity Office, Office of Military Partnerships, the overseas divisions of Europe and Asia, University of Maryland Department of Public Safety, Prince George's County Police department and other local law enforcement agencies, to compile information within the report. Each entity provides information on their educational efforts and programs. Campus crime, arrest, and referral statistics include those reported to Campus Security, Campus Security Authorities and local law enforcement.

The Annual Security Report is available no later than October 1 of every year. UMG Asia distributes an email correspondence to all current faculty, staff and students providing a direct link to the report. The current Annual Security report and reports for the previous 7 years are available on the web site: <http://www.UMGC.edu/current-students/student-life-and-support/safety-and-security/annual-report.cfm>. If you wish to receive a copy of the current Annual Safety and Security Report, contact the UMG Asia Senior Emergency Manager at 301-985-7139 or email security at [security@UMGC.edu](mailto:security@UMGC.edu).

Prospective students and employees can obtain a copy of the current Annual Security report and reports for the previous 7 years on the web site: <http://www.UMGC.edu/current-students/student-life-and-support/safety-and-security/annual-report.cfm>. If you wish to receive a copy of the current Annual Safety and Security Report, contact the UMG Asia Senior Emergency Manager at 301-985-7139 or email security at [security@UMGC.edu](mailto:security@UMGC.edu).

#### **Crime Statistics**

The statistics are collected for four types of properties: (a) on campus, (b) in dormitories or other residential facilities for students on campus, (c) in or on a noncampus building or property, or (d) on public property. **Campus** is defined as "(1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor)." **Noncampus** building or property is defined as "(1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution." **Public Property** is defined as "public property, including thoroughfares, streets, sidewalks, and parking facilities,

that is within the campus, or immediately adjacent to and accessible from the campus.”

All criminal incidents are classified in accordance with the FBI Uniform Crime reporting Guidelines.

## **Cooperation with Law Enforcement**

UMGC Security personnel have no arrest powers but provide a uniformed security presence. They have the authority to issue parking citations, ask individuals for their identification and determine whether individuals have lawful business at UMG. UMG Security maintains a close working relationship with local, state, and federal law enforcement agencies, such as, the University of Maryland Department of Public Safety and Prince Georges County Police department, as well as, other law enforcement agencies and first responders.

The University does not have a written memorandum of understanding with any law enforcement agency, however, UMG Security interacts and communicates with local agencies during and after incidents, as well as, on joint efforts to promote a safer campus.

### **To report a crime or an emergency situation at any of the installations, contact:**

- 911 from a DSN line for on-base emergency assistance throughout Asia
- 119 for off-base emergency assistance in Japan (including Okinawa) and South Korea
- 911 for on or off-base emergency assistance in Guam

The Education Centers at the local military installations ordinarily close between 2200 and 2300 (10:00p.m. and 11:00 p.m.) each evening or when all evening activities conclude. On occasion, UMG classes are held in high school classrooms on the installation when other facilities are not available. High school classrooms are closed when the class concludes.

UMG Asia does not recognize any noncampus student organizations. Therefore, UMG does not monitor criminal activity that students SharePoint in noncampus. UMG Asia does not have any student on-campus housing.

Base security forces/military police on each installation are responsible for providing programs and information regarding crime prevention and emergency response procedures. Such resources are provided by and available from the military communities to all members of those communities, including students, staff, and faculty. If students and employees have specific concerns regarding campus/base security procedures and practices, they should contact the local base security/military police force.

The University does not have a policy that allows victims or witnesses to make confidential reports for inclusion in this Annual Report, other than under UMG's Sexual Misconduct Policy (see the Sexual Misconduct Policy on page 96 for more information). However, if an individual is interested in making a report, he or she should contact the UMG Director of Security at 301-985-7471 and every effort will be made to ensure that the individual's identity remains confidential.

For additional information regarding base security and emergency response procedures, please contact your local base security forces or military police via the non-emergency number provided by the base operator or directory. UMG Asia encourages students and employees to be responsible for their own security and the security of others.

## **Timely Warning**

Systems and procedures for mass notification of emergency situations vary by installation and by service branch. Dependent upon the nature of the emergency, personnel may be notified via 1) "Big Voice" loudspeaker system, 2) text message/email notifications from the local military alert system, 3) phone/email notification initiated by their Unit Commander.

On Yokota AB, UMGC employees are notified of emergencies and severe weather conditions through a phone and email alert system managed by the Air Force. In addition to these notifications UMGC will follow up on these messages by ensuring they have been distributed to all affected employees through emails, phone calls and text messages, if appropriate.

In emergency situations UMGC will contact students when emergencies or severe weather conditions impact class schedules, use of education facilities, or transportation to and from the Education Center. All student notifications would reference the military installation official announcement and be delivered primarily via social media announcements and emails to impacted students.

For information regarding base warning systems, please contact your local base security forces or military police.

## **Security Awareness and Crime Prevention Strategies**

We all must work together to maintain a safe and secure environment. Heighten your security awareness and remain vigilant. Know your surroundings and who or what should or should not be there. If you have a concern or see something suspicious, report it immediately to security or law enforcement.

Be cautious and suspicious of:

- Any odd or out of the ordinary occurrences
- Suspicious behavior
- Strange or peculiar activity
- Unattended backpacks, briefcases, etc.
- Packages, envelopes that do not appear normal
- Strange or illegally parked vehicles

In accordance with the Threat Awareness and Reporting Program (AR 381-12), if you encounter a suspicious situation or person:

DO:

- Be observant and attentive
- Remember details
- Act noncommittal/ask for time

DO NOT:

- Investigate on your own
- Commit yourself to anything
- Discuss incident with anyone except US Army Intelligence Special Agents

You can minimize your chances of becoming a victim of crime if you know what situations to avoid and what preventive actions to take. Common-sense prevention skills can help make life at work safer for all.

- Trust your instincts. They are a natural gift that tells you when something is wrong.
- Be ready to take protective action if necessary. This could be something as simple as crossing the street and entering a populated area.
- Never leave valuables unattended and unsecured.
- Before you exit your car or building, check your surroundings for suspicious looking people and vehicles.
- Walk confidently and briskly.
- Scan the area around your car as you approach. If you see someone loitering around your vehicle, walk past until

they leave.

- Always lock your office and any unoccupied room, even when leaving for only a moment.
- Check the identity of any strangers who are in your work area office - offer your assistance and ask them whom they are visiting and if you can help them find that person. If they make you uncomfortable, report your suspicions.
- Always let someone know where you'll be - whether you're coming in late, working late, going to lunch, or to a meeting.
- Be discreet - don't advertise your social life and vacation plans or those of others to people visiting or calling.
- Be cautious in restrooms. Attackers can hide in stalls and corners.
- Leaving late - create a buddy system for walking to the parking lot/garage.

#### Safe Social Networking:

- Be cautious when accepting friend requests and interacting with people online.
- Don't share information that you don't want to become public.
- Providing too much information in your profile can leave you exposed to people who want to steal your identity or steal sensitive information.
- When using Facebook and other social media platforms, do not post personally identifiable information.
- Take a close look at all privacy settings. Set security options to allow visibility to "friends only."
- Geotagging is a feature that reveals your location to other people within your network. Consider turning off the GPS function of your smartphone.

Safety and Security is the responsibility of everyone. For more information on security awareness and crime prevention measures please visit the UMGC Security website at <http://www.UMGC.edu/security/> or contact your base security/military police force.

### Response Emergency Assessment Crisis Team (REACT)

The Response Emergency Assessment Crisis Team (REACT) is dedicated to coordinating a proactive and planned approach to facilitate the early identification, prevention, assessment and management of serious interpersonal distress and/or harmful, disruptive behavior that threatens the safety and well-being of University of Maryland Global Campus students, faculty, staff and guests.

The team will review concerns raised by members of the UMGC community. It is the responsibility of the staff, faculty and students to immediately [report](#) any situation that could result in harm to anyone at the university. The reports may come directly to the review team depending on the nature of the concern. **However, when there is a life-threatening emergency or an active or immediate risk of violence to self or others, contact the police at 911 or the [local military police/security force](#) that has jurisdiction over your location.**

For more information or to report your concerns please visit UMGC's [REACT web page](#), or contact [react@UMGC.edu](mailto:react@UMGC.edu).

### Sexual Misconduct Policy

University System of Maryland (USM) and UMGC are committed to providing a working and learning environment free from sexual misconduct and harassment, including sexual and gender-based harassment, sexual violence, sexual assault, dating violence, domestic violence, sexual exploitation, and sexual intimidation.

For USM's Policy on Sexual Misconduct, visit <http://www.usmd.edu/regents/bylaws/SectionVI/VI160.pdf>.

For UMGC's Policy on Sexual Misconduct, see <https://www.UMGC.edu/policies/adminpolicies/admin04100.cfm>.

UMGC Policy 041.00 expressly prohibits sexual misconduct, a form of sex discrimination. Consistent with the USM policy, UMG's Sexual Misconduct policy explicitly prohibits sexual harassment, sexual assault including but not limited to dating violence, domestic violence, sexual exploitation, sexual intimidation, sexual violence, and stalking. These terms are defined within UMG's policy. Sexual misconduct is an umbrella term that encompasses Dating Violence, Domestic Violence, Sexual Violence, Sexual Harassment, Sexual Assault, Sexual Coercion, Sexual Exploitation, Sexual Intimidation, Relationship Violence and Stalking. Sexual Misconduct can be committed by any person, regardless of gender identity and can occur between people of the same or different sex, sexual orientation, or gender expression. UMG defines consent as 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 SharePoint in sexual activity with one person does not imply consent to SharePoint in sexual activity with another. Lastly, retaliation against anyone who reports Sexual Misconduct, participates in an investigation of a complaint, supports a complaint, or testifies concerning a complaint is expressly prohibited by this Policy.

## **Investigative and Adjudicative Procedures Under UMG Policy**

UMG's Investigative and Adjudicative Procedures provides for the prompt and equitable investigation and adjudication of complaints of sexual misconduct of which UMG has Actual Knowledge. "Actual Knowledge" as also defined in the Policy, means notice of Sexual Misconduct or allegations of Sexual Misconduct has been given to UMG's Title IX Coordinator or a designated official of UMG, as identified in the Policy, who has the authority to institute corrective measures on UMG's behalf. While prompt reporting may aid an investigation, there is no time limit imposed as to when a Formal Complaint may be initiated.

After an incident of Sexual Misconduct has occurred the person subjected to the misconduct or a third party, such as UMG students, staff not designated as Responsible Employees and members of the public are strongly encouraged to report the misconduct to the Title IX Coordinator, a member of the Title IX team, any person defined as a Responsible Employee under the policy, UMG security, local law enforcement and/or medical personnel. UMG policy also provides for the confidential reporting to the Ombud's office. All Responsible Employees are required to notify the Title IX Coordinator, or a member of the Title IX team, of any report or incident of sexual misconduct.

Persons subjected to sexual assault, or third parties are strongly encouraged to contact law enforcement or medical personnel as soon as possible following an occurrence to receive guidance in the preservation of evidence needed for proof of criminal acts and the apprehension and prosecution of assailants. The Title IX Coordinator, members of the Title IX Team, UMG Security or the Confidential Employee will assist in notification of noncampus authorities at the request of the person subjected to sexual assault. The Title IX Coordinator, members of the Title IX Team, UMG Security or the Confidential Employee will also assist the person subjected to sexual assault obtain medical attention, if the person subjected to sexual assault chooses, including providing transportation to the hospital or other emergency medical facility equipped with the Maryland State Police sexual assault evidence collection kit if the reported assault occurs stateside. UMG will contact local law enforcement when legally required to do or when there is a direct threat to the UMG community.

Once the Title IX Coordinator receives a report, the Title IX Coordinator will SharePoint in a meaningful dialogue with Complainant and Respondent to determine which supportive measures may restore or preserve equal access to the education program or activity without unreasonably burdening the other Party, including measures designed to protect the safety of all parties or UMG's educational environment, or deter Sexual Misconduct. If Complainant desires supportive measures, UMG can, and should, keep Complainant's identity confidential (including from the Respondent), unless

disclosing the Complainant's identity is necessary to provide supportive measures for the Complainant (e.g., where a no-contact order is appropriate and the Respondent would need to know the identity of Complainant in order to comply with the no-contact order, or UMGC security is informed about the no-contact order in order to help enforce its terms).

Additionally, the Title IX Coordinator will specifically:

1. Review and provide Complainant and Respondent with a copy of the Policy and Procedures.
2. When applicable notify Complainant of the right to contact law enforcement.
3. When applicable identify for Complainant available medical treatment resources.
4. Inform Complainant about the importance of preserving evidence.
5. Inform Complainant and Respondent about their right to have an Advisor or support person present during any meeting throughout the process.
6. Provide Complainant with a copy of the Notice of Rights for Complainants.
7. Provide Respondent with a copy of the Notice of Rights for Respondents
8. Explain to Complainant and Respondent UMGC's policy prohibiting Retaliation.

## **DISMISSAL**

- E. An Investigation ordinarily will include interviews of the Parties and any witnesses who may have relevant information, unless clearly unreasonable or duplicative of information already gathered; a review of any pertinent documents, medical records, and communications; and may include other actions deemed appropriate by the Investigator(s).
- F. Once the investigation is complete, the Title IX Team Investigator will prepare an investigative report, which will include a summary of the relevant evidence gathered and describes the relevant information learned during the investigation.

Students, faculty and staff found to have violated the Sexual Misconduct Policy will be subject to disciplinary sanctions including but not limited to verbal or written reprimand, disciplinary probation, restitution, suspension, termination or expulsion. Both parties are offered appeal procedures following receipt of the written decision. A prompt, fair and impartial process will be provided from the initial complaint to the result.

UMGC protects the confidentiality of complaints and the parties involved except to the extent that UMGC's ability to conduct an effective investigation is jeopardized or as otherwise provided by law, including, but not limited to, the Maryland Public Information Act and any lawfully issued subpoena. Complainants, Respondents, witnesses and all persons involved in investigations or in resolving a complaint of discrimination or harassment, are asked to make good faith efforts to keep confidential all information relating to a complaint. Failure to exercise good faith efforts in maintaining confidentiality may result in disciplinary actions and/or other serious sanctions.

In addition to filing a Sexual Misconduct complaint with the Title IX Coordinator, faculty, staff and students may contact external agencies including the Equal Employment Opportunity Commission (EEOC) or the Maryland Commission on Civil Rights (MCCR). Students may contact the Office for Civil Rights (OCR). A person wishing to file a complaint with an external agency is encouraged contact the appropriate agency promptly in order to verify the time limits and deadlines for filing complaints.

Please refer to UMGC's Investigative and Adjudicative Procedures for a complete description of procedures including but not limited to anticipated timelines, written notifications and the rights of parties.



## **Prevention and Awareness Programs**

UMGC shall continue to take steps to prevent the occurrence of Sexual Misconduct and remedy its discriminatory effects. Education is an extremely important tool in eradicating discrimination and sexual harassment from the UMGc workplace and educational programs. All students and employees of UMGc will be required to complete Sexual Misconduct training offered online by the Office of Diversity and Equity. Compliance therewith will be monitored by the Title IX Coordinator, the Chief Diversity Officer and the Fair Practices and Equal Opportunity Officer. In addition to the online training, the Title IX coordinator will ensure that all persons involved in the administration of Sexual Misconduct cases obtain annual training in receiving, reporting, and handling of Sexual Misconduct cases.

In accordance with Federal and USM requirements, UMGc's efforts to create a learning environment free from sex based discrimination include but are not limited to providing all newly admitted students with Sexual Misconduct prevention training, and conducting a bi-annual sexual misconduct climate survey designed to assess how student view UMGc's efforts to educate the student community about sexual misconduct; how UMGc would respond to reported incidents of sexual misconduct, and whether students view their participation in UMGc programs and activities as being safe and free from sex based discrimination.

## **Sex Offender Registry**

The federal Campus Sex Crimes Prevention Act of 2000 (CSCPA) provides for the tracking of convicted sex offenders enrolled at or employed by higher education institutions. This act is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The CSCPA amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

In accordance with applicable law(s), state and local law enforcement agencies must provide colleges and universities in their jurisdiction with a list of registered sex offenders who have indicated they are enrolled, employed by or working at the institution. UMGc's global reach may require an individual to research or register at multiple locations. The following link should be used for the current locations: <https://www.umgc.edu/locations/index.cfm>. The specific address for the location should be used when searching for registered sex offenders. A list of all registered sex offenders in Maryland, including registrants employed or enrolled at Maryland institutions of higher education, is available from the state Department of Public Safety and Correctional Services (required under Section 121 of the Adam Walsh Child Protection and Safety Act of 2006) at <http://www.dpscs.state.md.us/online/servs/socem/default.shtml>.

## **Title IX Coordinator & Title IX Team**

**Sherri Sampson**

**Interim Title IX Coordinator**

Office of Legal Affairs & Diversity and Equity

University of Maryland Global Campus

3501 University Blvd, East

Room 2316

Adelphi, MD 20783

Phone: (301) 985-7930

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### Title IX Investigator-stateside

Phone: (301) 985-7931

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### Title IX Investigator-Asia

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### Title IX Investigator-Europe

University of Maryland Global Campus Europe

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[titleixinvestigator-overseas@umgc.edu](mailto:titleixinvestigator-overseas@umgc.edu)

## External Confidential Support Services

- National Sexual Assault Hotline: 1-800-656-HOPE (4673)
- Maryland Coalition Against Sexual Assault (MCASA)
  - Statewide Sexual Assault Information and Referral help line 1-800-983-RAPE
- Sexual Assault Legal Institute (SALI)
  - For more information, contact MCASA's SALI at 301-565-2277, or toll-free at 877-496-SALI
  - The Sexual Assault Legal Institute (SALI) is a program of the Maryland Coalition Against Sexual Assault (MCASA). SALI provides direct legal services for victims and survivors of sexual assault. SALI also provides technical assistance and training for attorneys, rape crisis and recovery center staff and volunteers, and other professionals working with survivors.
- Domestic Violence and Sexual Assault Center at Dimensions Healthcare, Prince George's Hospital (DVSAC)
  - For more information, contact 301-618-3154 The Domestic Violence and Sexual Assault Center provides a range of medical and counseling services to victims of sexual assault and abuse, including, but not limited, crisis and follow-up counseling and forensic examinations.

## Collection of Clery Crime Statistics

Campus crime, arrests and referral statistics include those reported to campus security authorities (CSA). A CSA includes campus security or an individual responsible for monitoring the entrance into institutional property; local law enforcement; an official of an institution who has significant responsibility for student and campus activities, including, but not limited to Department Heads, Education Coordinators, Regional Directors and military Education Service Officers. All criminal incidents are classified in accordance with the FBI Uniform Crime reporting Guidelines.

The statistics are collected for four types of properties: (a) on campus, (b) in dormitories or other residential facilities for students on campus, (c) in or on a noncampus building or property, or (d) on public property. **Campus** is defined as "(1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor)." **Noncampus** building or property is defined as "(1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational

purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution." **Public Property** is defined as "public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus."

#### Categories of crime statistics included in this report are:

**Criminal Offenses** – murder/ non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic violence, dating violence and stalking.

**Hate crimes** – any 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, Sexual Orientation, National Origin, Gender Identity, Ethnicity, or Disability. Hate crimes are reported for the crimes of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crimes involving bodily injury, as well as, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism.

**Arrests and Referrals for Disciplinary Action** - for weapons (carrying or possessing), drug abuse violations and liquor law violations. Campus Disciplinary Referrals are incidents where an individual is not arrested but referred for possible campus disciplinary action (e.g. first offenders required to attend educational programs).

Crime definitions are classified based on the FBI's Uniform Crime Reporting Handbook (UCR) at [https://ucr.fbi.gov/additional-ucr-publications/ucr\\_handbook.pdf](https://ucr.fbi.gov/additional-ucr-publications/ucr_handbook.pdf) and the FBI's National Incident-Based Reporting System (NIBRS) <https://www.fbi.gov/about-us/cjis/ucr/nibrs/nibrs-user-manual>.

## Crime Definitions

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

**Criminal Homicide – Negligent Manslaughter:** The killing of another person through gross negligence.

**Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- i. **Rape** - The 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.
- j. **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 incapacity.
- k. **Incest**—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- l. **Statutory Rape**—Sexual intercourse with a person who is under the statutory age of consent.

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

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

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

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

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

**Illegal Weapons (Carrying, Possessing, Etc.):** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**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 those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**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.

**Domestic Violence:** Is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: a) length of the relationship, b) the type of relationship, c) the frequency of interaction between the persons involved in the relationship.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

- g. **Course of conduct** means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.
- h. **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
- i. **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Hate Crimes:** A hate crime is defined as any crime that manifests evidence that a victim was selected because of his/her actual or perceived race; gender; gender identity; religion; sexual orientation; ethnicity; national origin or disability.

- i. **Larceny-Theft** (Except Motor Vehicle Theft) - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
- j. **Simple Assault** - An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- k. **Intimidation** - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction/Damage/Vandalism of Property** - To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## UMGC Asia Crime Statistics

The following tables provide the available statistics for certain crimes reported to a campus security authority, base security force, and/or local law enforcement, as applicable, for the calendar years 2021, 2022, and 2023. UMGc is required to report the crimes: (1) on campus, (2) in dormitories or other residential facilities for students on campus, (3) in or on a noncampus building or property, or (4) on public property. **UMGC Asia does not have dormitories or other residential facilities for students.**

Statistics disclosed are dependent on the ability of law enforcement agencies to accurately provide the information requested. If you would like additional information, please contact your local base security force or military police via the non-emergency number provided by the base operator or directory.

UMGC Asia Headquarters Yokota Air Base, Building 445					
CRIME STATISTICS					
Crime	Year	On-Campus	Noncampus	Public Property	Total
Murder/Non-Negligent Manslaughter	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Negligent Manslaughter	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Rape	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Fondling	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Incest	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

Statutory Rape	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Robbery	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Aggravated Assault	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Burglary / B&E	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Motor Vehicle Theft	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Arson	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Hate Crimes <sup>1</sup>	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
<b>Violence Against Women Act (VAWA)</b>					
Dating Violence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Domestic Violence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Stalking	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
<b>Arrests</b>					
Liquor Law Violation Arrests	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Drug Law Violation Arrests	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

Illegal Weapons Possession Arrests	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
<b>Campus Disciplinary Referrals</b>					
Liquor Law Violation Referrals	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Drug Law Violation Referrals	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Illegal Weapons Possession Referrals	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
<b>Footnotes:</b>					
1	Hate Crimes are crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived Race, Gender, Religion, Sexual Orientation, National Origin, Gender Identity, Ethnicity, or Disability. Hate crimes are reported for the crimes of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crime involving bodily injury, as well as, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism.				

**\* UMGC does not have any on-campus student housing facilities.**

<b>Year</b>	<b>Total Unfounded Crimes</b>
2023	0
2022	0
2021	0

## **Additional Disclosures (All Divisions)**

### **Alcohol and Other Drug Prevention Program Annual Notification**

#### **Introduction**

University of Maryland Global Campus (UMGC) complies with federal, state and local laws that regulate or prohibit the possession, use or distribution of alcohol or illicit drugs and enforces all related laws. The following information applies to all UMGC full-time, part-time, and temporary faculty, staff and students and to all activities either conducted on UMGC's premises or sponsored by UMGC.

#### **Standards of Conduct**

All UMGC students, faculty, and staff are prohibited from unlawfully possessing, using, manufacturing, distributing or dispensing alcohol or any controlled substance on UMGC's premises or at UMGC sponsored activities. UMGC expects all faculty, staff, and students to comply with applicable laws and regulations pertaining to possession, use, manufacture, distribution, or dispensation of alcohol or controlled substances, whether or not such laws are mentioned in this Report. All employees are expected to report to work free of the influence of alcohol or any illicit drug. All students are expected to report to classes and other educational meetings free of the influence of alcohol or any illicit drug.

#### **UMGC'S Sanctions**

UMGC will impose disciplinary sanctions on any student or employee (faculty and staff) who violates the standards of conduct regarding drug and alcohol use.

Any student who violates any of the applicable standards of conduct is subject to disciplinary action and penalties, up to and including possible expulsion from the University, in addition to referral to the appropriate law enforcement authorities for prosecution. Further information can be found in UMGC's **Code of Student Conduct** (<http://www.UMGC.edu/policies/studentpolicies/stud15100.cfm>), which expressly prohibits the unlawful use, possession, distribution, or possession for purposes of distribution of any controlled substance, illegal drug, or alcohol on UMGC premises or at UMGC-sponsored activities.

Any employee who violates any of the applicable standards of conduct is subject to disciplinary action and penalties, up to and including possible termination of employment, in addition to referral to the appropriate law enforcement authorities for prosecution. Further information can be found in **VII-1.10- University Of Maryland System Policy On A Drug-Free Workplace** (<http://www.usmh.usmd.edu/regents/bylaws/SectionVII/VII110.html>) and in **Executive Order 01.01.1991.16 - the State of Maryland Substance Abuse Policy**. (<http://www.dbm.maryland.gov/employees/Documents/Policies/SubstanceAbusePolicy.pdf>)

#### **Summary of Legal Sanctions**

UMGC offers courses and programs at locations throughout Maryland and the Washington, DC/Virginia metro area. In addition, courses and programs are offered overseas in several countries on military installations. The primary locations overseas are in Germany and Japan. The following is a summary of current legal penalties in Maryland, Germany, and Japan for violations of drug and alcohol laws.

**Note:** Outside the United States, many UMGC locations are connected to U.S. military installations and thus are subject to military jurisdiction in addition to local foreign law. At UMGC's Civilian overseas locations, all employees and students should be aware that they may be subject to the drug and alcohol laws and regulations of the host country. For additional



information, please contact the Area Director.

## **U.S. Federal Law**

**Penalties for Possession:** The Controlled Substances Act, 21 U.S.C. §§ 801, et seq. sets forth schedules of controlled substances. It is unlawful to possess any controlled substance without a valid prescription. This includes, but is not limited to, those drugs commonly described as "illegal drugs" such as marijuana, hashish, cocaine, PCP, LSD, methamphetamines, and heroin. Penalties for simple possession include fines of \$1,000 or more and imprisonment of not more than one year for a first offense. Subsequent convictions carry much higher fines and greater prison terms. The penalties also increase significantly if a mixture containing cocaine base is involved. Penalties will vary depending on the amount and type of drug involved, as well as other factors. In addition, any individual who knowingly possesses a controlled substance may be liable for a civil penalty up to \$10,000. Attempt and conspiracy carry the same maximum punishment as the object crime. See 21 U.S.C. §§ 846.

**Penalties for Trafficking:** It is unlawful to manufacture, distribute, dispense, or possess with the intent to manufacture, dispense, or distribute, a controlled substance. First offenders for possession can also be ordered into drug treatment and community service. The penalties are doubled for adults who distribute drugs to minors. For a second offense, the penalties are tripled. The federal trafficking penalties are available on the U.S. Drug Enforcement Administration's website.

**Proximity to School Property:** The punishment for possession or trafficking in a controlled substance is greatly increased if the offense was committed within 1,000 feet of a school, including a college or university, or other public property. An offender will be subject to twice the maximum authorized punishment and harsher sentencing restrictions, with a minimum one-year prison term. A second offense triples the fine and carries a minimum three-year prison term. See 21 U.S.C. § 860.

**Drug Paraphernalia:** Under Federal law, it is unlawful to sell, offer for sale, import, export, or use the mail or interstate commerce facilities to transport drug paraphernalia. Penalties include a fine and imprisonment for up to three years. See 21 U.S.C. § 863.

**Loss of benefits:** Among other sanctions, such as forfeiture of property and civil penalties, a person convicted of any Federal or State offense involving possession of a controlled substance can be denied Federal benefits such as loans, grants, contracts, and professional licenses, for a period of up to one year for a first offense and up to five years for subsequent offenses. Also, he or she can lose eligibility for assistance such as social security and food stamps. For trafficking or distribution crimes, a person can lose benefits for up to five years with the first conviction; up to ten years for a second conviction; and permanently for a third conviction. See 21 U.S.C. § 862, 862a.

## **Maryland Law**

In addition to the Federal laws summarized above, the State of Maryland has its own laws dealing with controlled substances and alcohol. The Maryland Controlled Dangerous Substances Act is codified in Title 5 of the Criminal Law Article of the Maryland Code.

**Drug Offenses:** Possessing or administering a controlled dangerous substance, unless obtained by prescription, is a misdemeanor, subject to imprisonment not exceeding 4 years or a fine not exceeding \$25,000.

**Distribution:** A maximum of five years imprisonment or a fine not exceeding \$15,000 or both is the penalty for a first offense of manufacture, distribution, dispensing or possession with intent to distribute. With respect to a Schedule I or II narcotic drug, the penalty is up to 20 years or a fine up to \$25,000. For subsequent offenses, the penalties are substantially increased, and parole may not be granted.

Proximity to School Property: Anyone who manufactures, distributes, dispenses, or possesses with intent to distribute a controlled dangerous substance within 1,000 feet of an elementary or secondary school, or on a school vehicle, will be subject to an additional prison term up to twenty years and/or a fine of up to \$20,000 for first offense, which doubles to 5-40 years imprisonment and/or \$40,000 fine for a second offense.

Drug Paraphernalia: Delivering, selling, manufacturing, or possessing with intent to deliver drug paraphernalia is a misdemeanor with a fine of up to \$500, and for each subsequent violation, imprisonment not exceeding 2 years and/or a fine up to \$2,000. Several Maryland jurisdictions have their own laws prohibiting the sale, display, distribution, or possession with intent to sell, of drug paraphernalia.

Alcohol: Drinking alcoholic beverages is prohibited on public property under Maryland State law and under many county and local codes within Maryland. Many jurisdictions, either under State law or their own codes, also prohibit the possession of alcohol in an open container on public property or shopping center property, these laws generally carry fines ranging from \$100 to \$500 for a violation, and some also provide for jail terms ranging from 5 to 90 days.

Maryland law also makes it a misdemeanor to be intoxicated in public and cause a public disturbance, or to be intoxicated and endanger the safety of another person or of property. This carries a fine of up to \$100 and up to 90 days imprisonment.

It is illegal for persons under age 21 to possess alcoholic beverages with intent to consume them, and for anyone to falsify or misrepresent his or her age or another person's age to obtain alcohol. The penalty is a fine not exceeding \$500 for the first offense and up to \$1,000 for repeat offenses. It is also illegal in most circumstances to obtain or give alcohol to a person under age 21. The penalty is a fine not exceeding \$1,000 for a first offense and up to \$1,500 for subsequent violations.

## **German Law**

Under the German narcotics law, there are three categories which are listed in three different subsections of the law as follows:

Subsection 1: Illegal narcotics. Examples are substances like Marihuana, Hashish, Heroin, LSD as well as the drugs traded among minors as Ecstasy (MDMA, MMDA, MDE, MDA, DOB). In the case of Cannabis products (Hashish, Marihuana), the seed is exempt from the narcotics law. If the seed is cultivated as a drug, then it is included again in the narcotics law. Furthermore, the cultivation of the so-called utilizable hemp (part of THC up to 0.3%) is also exempt from the narcotics law. The Ministry of Agriculture must provide a special authorization.

Subsection 2: Narcotics not available by prescription but permitted in certain circumstances. These are substances needed by the pharmaceutical industry for the manufacturing of medications. Examples are Cocaine leaves, Delta-9-Tetrahydrocannabinol (psychotropic substance in Hashish, Marihuana, THC), Dihydromorphine (basic substance in Morphine), Dimethadone (interim Methadone substance), Papaver Orientale (Sleeping Poppy) Pethidine Acid, Norpethidine.

Subsection 3: Narcotics available by prescription. These are medications which fall under the narcotics law, but which can be prescribed by a medical practitioner. Examples are: Amphetamine barbitol (prescribed as Secobarbital, a strong sleeping and pain-killing drug), different forms in the Benzodiazepine group like Promazepam, Diazepam, Flunitrazepam, Trizazepam. These substances are also contained in strong sleeping and pain-killing drugs as well as in psychiatric drugs. Other substances are Fenetyllyn: name of the drug: Captagon (psychiatric drug), Fentanyl (like Durogesic, a strong pain-killing drug), Buprenorphine: name of the drug: Temgesic (a strong pain-killing drug), Hydromorphone: name of the drug: Dilaudid (a strong pain-killing drug), further substances like Levomethadone (name of the drug: L-Polamidon) or Methadone (name of the drug: Polamidone), as well as Dronabinol (pharmaceutical name for Delta9 Tetrahydrocannabinol: name of the drug: Marinol), Cocaine (as local narcotics in ophthalmology), as well as Codeine (in the case of respiratory diseases or as substitute for Heroine drug addicts).

Under the German narcotics law, any contact (except consumption) with the substances under subsections 1, 2 or 3 puts the person under penalty. Although consumption is not punishable, the acquisition or possession of the narcotic is punishable.

According to § 29 of the narcotics law, the cultivation, production, trade, import, export, disposal, delivery, trafficking, acquisition or obtaining these substances under any other way is submitted to penalty. The above-mentioned offences are punished with a prison sentence of up to 5 years or with a fine. The narcotics law does not differ between so called "hard" and "soft" drugs. Such differences are made during the punishment verdicts on a case by case basis.

According to § 29 of the narcotics law, persons who are themselves not directly in contact with the drugs but who inform about, provide or grant others with opportunities for the unauthorized consumption, acquisition, and delivery are also punished with a prison sentence of up to 5 years or with a fine. This regards the advertising for drugs as well as providing rooms at disposal for the drugs consumption.

According to § 29, section 3, the earlier mentioned drug penalties have been increased. This concerns the trading or the actions endangering the health of more persons respectively. The penalty will be prison sentence not under 1 year.

According to § 29, section 5, the narcotics law allows the courts the possibility to dismiss a criminal proceeding when the drug consumer cultivates, produces, imports, exports, acquires or obtains in any other way or possesses only for personal use in small quantities the drugs listed in subsection 1-3. The small quantity is not defined neither by law nor by jurisdiction, so it can be stated that a dismissal of a criminal proceeding will be done through an individual decision by the respective court.

Since the verdict of the Federal Constitutional Court (the "Cannabis verdict") the jurisdiction acquired a certain attitude regarding the Cannabis drugs Hashish and Marihuana. This attitude differs from one Bundesland to the other. In the Department of Public Prosecution Ellwangen/Jagst criminal proceedings are dismissed with quantities up to 3 grams of Hashish and 5 grams of Marihuana in the case of a first-time offender if no persons were endangered.

In addition, § 29 of the narcotics law contains a penalty increase. This concerns delinquents who are older than 21 years and who deliver, administer or leave to direct consumption to persons under 18 years the drugs listed in subsection 1-3. (Exceptions are here again medical practitioners, dentists and veterinarians). Furthermore, the increase of penalty, for a period not under 1 year, is effective with the delivery, production or possession of drugs not in small quantities according to the subsections 1-3 of the narcotics law. The significant quantities values are defined by the jurisdiction and amount to:

Heroin: 1.5 grams Heroinehydrochlorid  
Morphine: 4.5 grams Morphinehydrochlorid  
Methadone: 3 grams Methadonehydrochlorid  
Opium: 200 consumer units corresponding to 5 grams Morphinehydrochlorid  
Cocaine: 3 grams Cocainehydrochlorid  
Cannabis products: 7.5 grams Tetrahydrocannabinol (THC)  
Lysergid (LSD): 300 trips corresponding to 6 mg Lysergid  
Amphetamine: 10 grams Amphetamine base  
Ecstasy: MDMA: 300 consumer units corresponding to 24 grams MDMA-base  
MDE: 200 consumer units corresponding to 34 grams MDE Hydrochloride  
MDA: 250 consumer units corresponding to 30 grams MDA Hydrochloride

In § 30 of the narcotics law there are additional penalty increases. In the following situations, the penalty increases to not under 2 years:

- when narcotics are cultivated, produced or traded and the delinquents
- act as a member of a gang,
- join together with the aim of continuing such acts, respectively deal commercially
- cause death thoughtlessly by dispensing narcotics
- and import a significant amount from a foreign country

In § 30a of the narcotics law, increases of the offenses include additional penalties of imprisonment of not under 5 years. Perpetrators, as members of a gang, fall under this law if they conspired to continue committing offenses according to the narcotics law, cultivate, manufacture, deal with, import or export narcotics in a significant amount. The same is true for perpetrators who are over 21 years old and instruct people under 18 years of age:

- to deal with narcotics
- import or export narcotics
- or give it to people in any other way.

If a person carries a firearm or any other weapon, which could harm other people, with him when carrying out an offense, the penalty increases to not under 5 years.

Also, § 32 of the narcotics law contains provisions that are punished as irregularities. These are not offenses, but legal violations that can be fined up to an amount of DM 50,000. These provisions concern people who may work with narcotics according to an exceptional permission.

## **Japanese Law**

Students and employees at the UMGC Asia are subject to local laws relating to possession and distribution of illegal drugs. Active Duty military personnel stationed in Japan may be subject to both Japanese laws and the Uniform Code of Military Justice (UCMJ). Students and employees located in other countries should be aware that the applicable legal penalties of their host country may be different and perhaps more severe than the United States laws which they may be accustomed.

### Marijuana Control Law

Art 24. Anyone who grows, imports and exports marijuana, without due authorization, shall be punished with imprisonment for less than 7 years with labor.

Art 24, para 2. Anyone who violates the above, without due authorization, with the purpose of making a profit, shall be punished with imprisonment for less than 10 years with labor or under some circumstances of the offense, less than 10 years with labor and a fine of 3 million yen.

Art 24-2. Anyone who possesses, receives or transfers marijuana, without due authorization, shall be punished with imprisonment for less than 5 years with labor.

Art 24-2, para 2. Anyone who, without due authorization, violates the above with the purpose of making a profit shall be punished with imprisonment for less than 7 years with labor or under some circumstances of the offense, less than 7 years with labor and a fine of 2 million yen.

Art 24-3. Anyone who falls under the following shall be punished with imprisonment for less than 5 years with labor.

### Immigration-Control and Refugee-Recognition Act

Art 24. Any foreigners who fall under the following shall be ordered to leave Japan.

Art 24, para 4, item 8. Anyone who violates the Narcotics and Psychotropic Control Law, Marijuana Control Law, Opium Law or Stimulant Control Law and Penal Code of Japan, Chapter 14 and is convicted.

#### Magic Mushrooms

Anyone who, without due authorization, grows or imports magic mushrooms shall be punished with imprisonment for more than 1 year with labor and less than 10 years with labor. Anyone who possesses or transfers magic mushrooms shall be punished with imprisonment for less than 7 years with labor. Anyone who solicits shall be punished with imprisonment for less than 3 years with labor.

#### Stimulant Control Law

Art 41. Anyone, who without due authorization, imports, exports or manufactures stimulants shall be punished with imprisonment for more than 1 year with labor.

Art 41, para 2. Anyone who violates the above with the purpose of making a profit shall be punished with imprisonment for life with labor or more than three years with labor and a fine of 10 million yen.

Art 41-2. Anyone who, without due authorization, possesses, transfers or receives stimulants shall be punished with imprisonment for less than 10 years with labor.

Art 41-2, para 2. Anyone who violates the above with the purpose of making a profit, shall be punished with imprisonment for more than 1 year with labor or under some circumstances of the offense, more than 1 year with labor and a fine of less than 5 million yen.

Foreigners convicted of drug crimes will be deported from Japan with a possible lifetime ban on return to the country.

### **Military Law**

Students and employees who also are military personnel may be subject to the Uniform Code of Military Justice (UCMJ).  
912a. ART. 112a. Wrongful Use, Possession, etc., of Controlled Substances states:

- A. Any person subject to this chapter who wrongfully uses, possesses, manufactures, distributes, imports into the customs territory of the United States, exports from the United States, or introduces into an installation, vessel, vehicle, or aircraft used by or under the control of the armed forces a substance described in subsection (b) shall be punished as a court-martial may direct.
- B. The substances referred to in subsection (a) are the following:
  - 1. Opium, heroin, cocaine, amphetamine, lysergic acid diethylamide, methamphetamine, phencyclidine, barbituric acid, and marijuana, and any compound derivative of any such substance.
  - 2. Any substance not specified in clause (1) that is listed on a schedule of controlled substances prescribed by the President for the purposes of this article.
  - 3. any other substances not specified in clause (1) or contained in the list prescribed by the President under clause (2) that is listed in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812).

Active Duty military personnel should seek additional information from their supervisors.

## HEALTH RISKS

Drugs	Possible Side Effects	Effects of Overdose	Withdrawal Syndrome
<b>Narcotics</b> (Opium, Morphine, Codeine, Heroin, Hydromorphone, Meperidine, Methadone, Hydrocodone, Fentanyl, Analogs, Oxycodone)	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating
<b>Depressants</b> (Chloral Hydrate, Barbiturates, Benzodiazepines, Methaqualone, Gluethemide)	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
<b>Stimulants</b> (Cocaine, Amphetamines, Methamphetamine, Phenmetrazine, Methylphenidate)	Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
<b>Hallucinogens</b> (LSD, Mescaline, Peyote, Amphetamine Variants, Phencyclidine, Phencyclidine Analogs)	Illusions and hallucinations, poor perception of time and distance	Longer, more intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported
<b>Cannabis</b> (Marijuana, Tetrahydrocannabinol, Hashish, Hashish Oil)	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, decreased appetite
<b>Anabolic Steroids</b> (testosterone, Nandrolone, Oxymetholone)	Virilization, acne, testicular atrophy, gynecomastia, aggressive behavior, edema	Unknown	Possible depression
<b>Alcohol Abuse</b>	Impairment of judgment and coordination required to drive a car safely, aggressive acts, impairments in higher mental functions severely altering ability to learn and remember information, fetal alcohol syndrome	Respiratory depression, possible death	Severe anxiety, tremors, hallucinations, and convulsions

## RESOURCES FOR EDUCATION, CONSULTATION, AND COUNSELING

### Online Resources

Information about drug and alcohol abuse education, consultation, and counseling may be available from these online resources:

- National Institute on Alcohol Abuse and Alcoholism - [www.niaaa.nih.gov](http://www.niaaa.nih.gov)
- National Institute on Drug Abuse - [www.nida.nih.gov](http://www.nida.nih.gov)
- Centers for Disease Control and Prevention - [www.cdc.gov](http://www.cdc.gov)
- Substance Abuse and Mental Health Services Administration - [www.samhsa.gov](http://www.samhsa.gov)
- Prevention Online - SAMHSA's National Clearinghouse for Alcohol and Drug Information – [www.samhsa.gov/prevention](http://www.samhsa.gov/prevention).
- Maryland Alcohol and Drug Abuse Administration – <http://bha.dhmh.maryland.gov/SitePages/Home.aspx>

## **UMGC Resources**

### **Stateside**

Within the United States, the Maryland State Employee Assistance Program (EAP) may be able to provide confidential counseling and referral assistance to employees who are experiencing personal and medical problems, including drug and alcohol abuse. The **Office of the Statewide Equal Employment Opportunity Coordinator** (<http://www.dbm.maryland.gov/employees/Pages/EAP.aspx>) provides this confidential service to help State employees who face personal matters that adversely affect their job performance. Wellness resources for students can be found at <https://www.umgc.edu/current-students/student-life-and-support/wellness-resources>.

### **UMGC Europe**

UMGC Europe employees experiencing problems stemming from personal and medical problems including drug and alcohol abuse should contact the **Human Resources Office** at +49-(0)631-534-800 for information on available counseling. UMGCEurope students can receive treatment at local military or local national facilities. In addition, students may receive health education counseling which includes chemical and substance abuse.

### **UMGC Asia**

UMGC Asia students and employees are encouraged to contact their Family Advocacy Center for counseling related to drug and/or alcohol abuse. Family Advocacy programs on military bases throughout the Pacific region provide confidential counseling to all Status of Forces Agreement (SOFA) sponsored and Active Duty military personnel who are experiencing problems stemming from all various personal and medical issues, including drug and alcohol abuse. At **Yokota**, you can call **Family Advocacy** at **DSN: 225-3648**. Active Duty UMGCEurope students can receive referral to local treatment programs offered through Family Advocacy through referrals from his/her supervisor.