Towson University

Annual Campus Security and Fire Safety Report

2023

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TOWSON UNIVERSITY

Public Safety

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Non-Discrimination Statement

Towson University's policies, programs, and activities comply with federal and state laws and University System of Maryland policies prohibiting discrimination on the basis of race, color, religion, age, national origin, sex, disability, sexual orientation, and gender identity or expression and veteran status.

1.00 INTRODUCTION

The Federal Student Right-to-Know, Crime Awareness and Campus Security Act now cited as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," (Clery Act) as amended by the Higher Education Opportunity Act of 2008, requires institutions of higher learning to prepare, publish, and distribute a report concerning certain campus crime and fire statistics, as well as policies concerning security, personal safety, fire safety, emergency response and missing on-campus residential students, on an annual basis through appropriate publications, mailings or computer networks to all current students and employees, and all prospective students and prospective employees upon request. This publication contains the annual report concerning specific campus crime, arrest and referral statistics, fire statistics, as well as information about campus policies and practices intended to promote awareness, campus safety, and security.

Copies of this report may be obtained from the Towson University Office of Public Safety, 290 Towsontown Blvd West Towson MD 21252 or by visiting the Office of Public Safety Web page located at:

Towson University Office of Public Safety

Campus Safety Videos

Towson University has produced five video public service announcements to help the campus community stay safe. The videos, which range in length from 45 seconds to a minute and a half, feature TU students helping Doc the Tiger, learn how to be safe on campus. They offer practical tips and resources on common crime concerns: basic street sense, pedestrian safety, property safety, and residence hall safety. An introduction video highlights general information on campus resources including video cameras and emergency blue light phones.

The university has also produced a comprehensive video that addresses several potential emergency situations that could arise on a college campus. That video can be found at: TUPD Safety Videos.

All students, faculty and staff are encouraged to be responsible for their own security and the security of others. Safety starts with preparation. You are encouraged to watch these videos and equip yourself with the information and resources necessary to prevent becoming a victim of crime.

The full series of safety videos is available at Safety Video Series; videos on individual topics can be watched on **TU's YouTube page**

2.0 TOWSON UNIVERSITY OFFICE OF PUBLIC SAFETY

The Office of Public Safety is the center of all security and policing-related operations at Towson University. The office is comprised of the Office of Emergency Preparedness and the award-winning Police Department, which performs vital safety and crime prevention duties that have helped Towson University achieve one of the lowest per capita crime rates in the University System of Maryland (USM). The police department is accredited by the Commission on Accreditation for Law Enforcement Agencies (C.A.L.E.A.) and also the International Association of Campus Law Enforcement Administrators, (I.A.C.L.E.A) The Office of Public Safety also oversees the campus Access Control Department, which contains the campus lock shop and electronic access section, and Parking & Transportation Services, which provides parking and sustainable transportation services for students, faculty, staff and visitors. As of July 1, 2024, Fire Safety is now a part of Emergency Preparedness.

The mission of the Office of Public Safety is to support the mission of the university by working with the campus community to maintain order, prevent crime, conduct visible patrols, investigate crime when it occurs and enforce local and state laws, as well as campus policies. The Office of Public Safety will also assist by ensuring the university is prepared to mitigate, respond to, and recover from those foreseeable risks, which pose a threat to the campus.

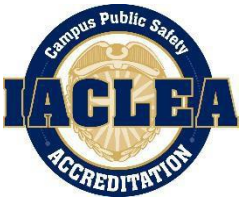
2.1 TOWSON UNIVERSITY POLICE DEPARTMENT

The Towson University Police Department (TUPD) is part of the University System of Maryland and has the authority and responsibility to enforce all applicable local, state, and federal laws, on property, owned, controlled, or operated by the University System of Maryland. The Towson University Police Department is comprised of the following:

- Associate Vice President for Public Safety & Chief of Police
- Patrol Bureau
- Operations Support Bureau
- Administrative and Technical Support Bureau

The TUPD was "accredited with excellence" by the Commission on Accreditation for Law Enforcement agencies (CALEA) in November 2013.

The International Association of Campus Law Enforcement Agencies (IACLEA) accredited the TUPD accreditation on April 28, 2016. TUPD was first police department in the state to have this dual accreditation.



2.2 Police Authority

The Towson University Police Department was empowered as a law enforcement agency in 1976 with the responsibility of providing a full range of police and security services to the university community. The agency's 43 sworn police officers are vested with full police authority under the provisions of the **Education Article § 13-601 Annotated Code of Maryland**. They are all police academy graduates and are fully certified by the Maryland Police Training Commission in all areas of law enforcement responsibility. Their responsibilities involve enforcing State and local laws, campus regulations, and providing protection and service to the university community. The agency also investigates most criminal incidents that occur on university property. The sworn officers have the legal authority to make physical arrests as well as issue criminal, civil and traffic citations. Non-sworn security personnel do not have arrest powers but have the authority to enforce University policies and procedures. The patrol jurisdiction of security officers is limited to any buildings or properties owned or controlled by Towson University. TUPD's primary law enforcement authority and jurisdiction extends throughout all property owned by the university and on the roadways within or immediately adjacent to the campus. A memorandum of understanding has been established with the Baltimore County Police Department. See **2.10**.

The Towson University Police Department maintains a strong working relationship with state and local police agencies, including the Baltimore County Police Department and the Maryland State Police.

The university encourages any member of the university community who is the victim of a crime on campus, or who witnesses a crime on campus, to promptly call the University Police at **410-704-4444 or by using a "BLUE LIGHT" campus emergency telephone.** Telephone numbers for additional services and individuals may be found under ***"Police (University)"*** in the campus telephone directory. The university's policies encourage accurate and prompt reporting of all crimes to the TUPD or local law enforcement when the victim of a crime elects to report the incident or is unable (physically or mentally) to make such a report. Besides being fully prepared to respond to any emergency and to

investigate criminal offenses, the TUPD emphasizes a philosophy of ***quality service*** to all members of the university community. The agency has adopted the philosophy of community policing in an effort to improve the overall quality of campus life.

The department, in conjunction with Events & Conference Services, maintains lost and found items to assist the campus community in the recovery of lost property. Police personnel, in conjunction with Parking & Transportation Services personnel, also provide assistance to persons with vehicles disabled on campus or when keys are locked inside a vehicle.

Our officers use special purpose vehicles, such as specially equipped bicycles and a golf cart, in addition to our fleet of marked and unmarked police vehicles during routine and directed patrol activities, problem specific enforcement, and special events.

2.3 Mission Statement

The mission of the Towson University Police Department is to provide a safe and supportive environment for the university community through professional law enforcement, prevention of crime, intervention with offenders, problem solving, and community participation. **Integrity, fairness**, and **service** will guide our every action as we fulfill our commitment to the university and each other.

2.4 The Associate Vice President for Public Safety & Chief of Police

The Associate Vice President for Public Safety & Chief of Police is the chief executive officer of the Towson University Police Department and reports directly to the Senior Vice President for Campus Operations and COO. The Chief, as the agency's chief executive officer, is responsible for the overall management and administration of the agency including operational efficiency, budgeting, planning, responding to the needs and inquiries of the public, and maintaining liaison with county, state, and federal agencies.

The Chief of Police is responsible for the day-to-day operations of the police department. Additional duties of the Chief of Police also include, but are not limited to:

- Serving as the agency's primary media point of contact;
- Administering the agency's information technology development programs;
- Coordinating agency budget and fiscal affairs;
- Coordinating agency human resources functions;

2.5 Patrol Bureau

The Patrol Bureau consists of, but is not limited to, the units, personnel, and functions of:

- Patrol Bureau Commander;
- Administrative Assistant (shared);

- Patrol Squads;
- Operations Squad;
- Special Events; and
- Security Escort Services.

The Patrol Bureau Commander is an administrative ranked officer who reports to the Chief of Police and has responsibilities that include, but are not limited to, all matters pertaining to the efficient and effective administration and command of the Patrol Bureau.

2.6 Operations Support Bureau

The Operations Support Bureau consists of, but is not limited to, the units, personnel, and functions of:

- Operations Support Bureau Commander;
- Administrative Assistant (shared);
- Professional Standards Sergeant; (Training Component)
- Communications Unit;
- Logistics Unit
- Community Outreach.

The Operations Support Bureau Commander is an administrative ranked officer who reports to the Chief of Police and has responsibilities that include but are not limited to; ensuring the day-to-day operational efficiency of personnel and functions assigned to the Operations Support Bureau.

Police Communications Operators staff the agency's communications section 24 hours, 365 days a year.

2.7 Administrative and Technical Services Bureau

The Administrative and Technical Bureau consists of, but is not limited to, the units, personnel, and functions of the:

- Administrative and Technical Services Division Commander;
- Information Support Services (Central Records)
- Special Projects Officer

The Administrative and Technical Services Bureau Commander is an administrative ranked officer who reports to the Chief of Police and has responsibilities that include, but are not limited to, all matters pertaining to the efficient and effective administration and command of the Administrative and Technical Services Bureau.

2.8 Contract Security Services

Towson University has retained the services of a private security company to provide skilled security services on campus. Security officers are responsible for providing a highly visible presence in and around residence halls where they screen access daily from 11:00 pm to 6:30 am. They also maintain presence at two buildings, Monday-Friday during business hours.

The Department of Housing and Residence Life employs students to conduct access-screening activities when contracted security guards are not on-duty. The contractual security personnel are not sworn police officers and therefore do not have the powers of arrest. It is policy that all contract security personnel promptly report all criminal or non-criminal incidents requiring police intervention to the TUPD.

The campus also employs a private security company to provide staff for large special events. Those staff perform certain duties such as bag checks, weapons screening (hand-held wanding), ushering, and order maintenance functions. They do not have powers of arrest. It is policy that all private security event staff promptly report all criminal or non-criminal incidents requiring police intervention to the TUPD.

2.9 Uniformed Secondary Employment

Towson University Police has established a program contracting for police officers from other jurisdictions to supplement the current established staff during times when additional staffing for events or emergency circumstances are required in order to carry out the operations. These officers are certified officers with the power of arrest. It is policy that all Uniformed Secondary Employment officers report all criminal or non-criminal incidents that required police intervention to the TUPD.

2.10 Allied Police Support

A Memorandum of Understanding (MOU) for the coordination of law enforcement responsibilities between the TUPD and the Baltimore County Police Department (BCPD) has been in effect since June 2000. This document clarifies and affixes police responses to emergencies, investigation of certain crimes, and jurisdictional boundaries. While the MOU contains more specific language concerning investigations, cooperation, and resources, of particular note is the fact the BCPD will investigate any on-campus reported unattended deaths, 1st or 2nd degree rapes, 1st or 2nd degree sex offenses, any traffic crash that has resulted in death or very serious injury, as well as any reports of physical or sexual child abuse. As a result, the BCPD, as well as the Baltimore County State's Attorney's Office, are the final authority on the **criminal** investigation, classification, and prosecution of those crime-enumerated categories. Note: This applies to criminal investigation and prosecution, which is separate and apart from any Title IX investigation or other student or employee-related conduct investigation and action by the University. The TUPD also uses resources and assistance from allied agencies, such as the Maryland State Police and BCPD, when more sophisticated investigative resources are required.

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The map below depicts the area(s) patrolled by the Towson University Police Department.

TUPD PATROL AREA

Towson University Police Department has concurrent jurisdiction on the County and State Roads that are immediately adjacent to campus for criminal and traffic enforcement.

PARKING & TRANSPORTATION SERVICES

Parking & Transportation Services is an organizational component that is part of the Office of Public Safety (OPS) and reports to the Chief of Police. They provide a wide range of parking and sustainable transportation services for students, faculty, staff and visitors.

Student Parking
Faculty& Staff Parking
Visitor, Guests & Vendor Parking
Shuttle Services

4.0 EMERGENCY PREPAREDNESS

The Office of Emergency Preparedness coordinates the university's emergency preparedness plans and operations. The safety of the Towson University community during an emergency is predicated on detailed planning as well as building awareness about how the plans will be implemented. Students, faculty, staff, and visitors will be better prepared in an emergency if they know how the university will respond, where they can find information, and what they should do.

An Emergency Operations Plan has been approved by the Office of the President. An emergency preparedness website has been established to be an essential tool for sharing plans and providing relevant information in case an emergency arises at Towson University or in the surrounding area. The website is:

Emergency Preparedness

4.1 Emergency Resource Guide

This guide provides recommended procedures for responding to certain emergencies. Many of these procedures are adapted from the Towson University Crisis Management Plan. This guide should be easily accessible in offices and other workspaces and used as a ready reference to supplement good judgment and common sense. It can be found at:

Emergency Resource Guide

The University's evacuation procedures are described in section 14.0 of this report.

5.0 Access Control

The OPS Access Control Department is responsible for securing the admission to and use of campus buildings through electronic security systems, such as video surveillance and access control systems. We maintain the database that dictates campus-wide access controls and serve as consultants on security and access on all new construction projects and major renovations. In our role of overseeing the lock shop, we also manage the proper distribution of keys and key access on campus.

The Lock Shop provides the following services:

- Repairing and replacing doors, door closers, and door hardware
- Repairing automatic opening doors, e.g., ADA door operators
- Repairing electronic security access devices such as card readers
- Rekeying locks
- Cutting and issuing keys
- Purchasing and replacing interior signage

The Department of Housing and Residence Life also has access to the Lenel Data Base and can make changes in the system for resident students

People who need new keys should ask their departmental key coordinator to complete an access request, have it approved by the department head, and faxed to 410-704-2761 or sent by campus mail to the OPS central key coordinator. Departmental key coordinators will be notified when keys are ready for pickup.

- **Key Coordinator Manual**
- **Access Request Form**
- **Key Liability Form**

The central key coordinator is responsible for ensuring proper key policies and records are maintained by all departments on campus. The key coordinator trains departmental key coordinators, conducts audits, assists with problems that arise, and performs other duties as required.

6.0 REPORTING CRIMINAL ACTIVITY OR OTHER EMERGENCIES

The Towson University Police Department has primary jurisdiction and responsibility for investigating most crimes and providing police services to the Towson University community. Police services are available 24 hours a day, every day of the year. The police department headquarters is located at 290 West Towsontown Boulevard, Towson, Maryland 21252. In keeping with federal guidelines, it is the policy of Towson University that all crimes specified by the Federal Student Right- to-Know, Crime Awareness and Campus Security Act now cited as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," (Clery Act) as amended by the Higher Education Opportunity Act of 2008 reported to any campus security authority must be relayed to the University Police. The university encourages accurate and prompt reporting of all crimes to the Towson University Police and the Baltimore County Police Departments when the victim elects to or by third parties when the victim is unable to make such a report.

Professional and pastoral counselors are exempt from reporting crimes to TU Police when they are acting in their official capacities as counselors and the University is not required to assess crimes reported to the counselors for the purpose of making timely warning reports and statistical disclosure.

Members of the community are helpful when they immediately report crimes or emergencies to the TUPD for purposes of including them in the annual statistical disclosure and assessing them, for issuing a Timely Warning Notice when deemed necessary.

Official	Campus Address	Phone Number
University Police/Public Safety	290 W. Towsontown Blvd. Towson, MD. 21252	410-704-4444 (Emergency) 410-704-2134 (Non-emergency)
Baltimore County Police	115 W. Susquehanna Ave. Towson, MD. 21212	(911) Emergency 410-887-2222 (Non-Emergency)
Title IX Coordinator	8000 York Rd. Administrative Building Towson, MD. 21252	410-704-0203
Office of Student Accountability and Restorative Practices	8000 York Rd. Administrative Building Towson, MD. 21252	410-704-2057
Department of Housing & Residence Life	Marshall Hall 8000 York Road, Suite 50 Towson, MD. 21252	410-704-2516

TUPD has a good relationship and works cooperatively with both the Baltimore County Police Department and the Maryland State Police in matters of mutual concern. Refer to section **2.10**. A written cooperative agreement has been established between the university police and local law enforcement.

6.1 Emergencies

Anyone who is the victim or witness of a crime or emergency on campus should **immediately** call the Towson University Police Department **at extension 4-4444 or** (410-704-4444) or by pushing the red emergency button on any blue light phone on campus or call the Baltimore County Police Department at ***911***. Also, fire and medical emergencies should be reported by calling ***911*** from any telephone, including cellular. The TUPD has staff on duty and available to assist 24 hours a day, every day of the year.

6.2 Procedures for Response to a Reported Crime

A uniformed police officer is dispatched to conduct an initial investigation, gather information, and seek physical evidence whenever a crime is reported. The investigating officer attempts to determine the basic facts by questioning all persons involved in the incident as well as any witnesses. If during the initial investigation it is learned that the crime is one for which the Baltimore County Police Department (BCPD) has primary investigative responsibility, that department will be requested to respond and assume the investigation. The personnel and resources of the TUPD will be made available to assist the BCPD as needed. Basic and necessary questions, including home address, telephone number, and date of birth, are asked. Please bear in mind that the police officer, by asking detailed questions, is attempting to solve the crime and apprehend anyone responsible for the crime. The crime scene (area where the incident occurred) must not be disturbed. This is necessary in order to preserve physical evidence such as fingerprints or other evidentiary items. Each member of the university community is asked to be observant and to pay attention to descriptions of persons, including clothing worn and vehicles, including license plate numbers. Any suspicious person observed in or around your residence facility, classroom, office, or work area should be reported to University Police **immediately at extension 4-4444 or 410-704-4444.**

If additional information is needed after the initial inquiry, a patrol officer or an officer from the TUPD Operations Squad will be assigned to conduct a follow-up investigation. Towson University is committed to doing everything possible to assist crime victims and witnesses. When you report a crime to the University Police, or are interviewed as a witness, the investigating officer will provide you with a Victim and Witness Assistance Guide. This brochure contains important information to aid in coping with your experience. Information and assistance to victims and witnesses, including referrals to routine and emergency counseling resources, and legal, medical, and social service referrals are available from the University Police Department 24 hours each day. Additional services, such as case status information, court liaison, and crime prevention information are available by contacting the Operations Squad or Community Outreach through TUPD Communications at 410-704-2134.

- If the situation is non-criminal but does constitute an emergency situation, the officer will respond, assess the situation and summon necessary assistance and resources such as Baltimore County Fire and EMS, Facilities Maintenance, or any other resources needed to mitigate or eliminate the emergency. If the situation is confirmed to be a significant emergency or dangerous situation that involves an immediate threat to the health or safety of students or employees on campus, the university will without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

- The issuance of an Emergency Notification is decided on a case-by-case basis in light of all of the facts surrounding the situation, including factors such as the nature and scope of the incident, and whether it threatens the health or safety of the campus community.

- Generally, the warning will specify the type of emergency condition, the area(s) of campus affected, and specific advice to the campus community regarding steps to take such as evacuation (evacuation may be limited to a single building, groups of buildings, or the entire campus), sheltering in place, avoiding a certain defined area, etc. The university has developed a pre-defined timely warning and emergency notification matrix along with pre-worded content for the more likely/foreseeable emergency situations/conditions that might occur on a college campus.

The system also allows for custom content messages written specifically for the incident at hand, if necessary.

- In extreme emergencies where time is of the essence, the Police Communication Operators can use the matrix and pre-worded content material to send emergency notifications without any further approval from higher authority. Time permitting, the on-duty shift commander is empowered to utilize judgement in applying the alert matrix as well as customizing content and can either downgrade or upgrade the response based on the circumstances of the specific situation at hand. Each case is evaluated on a case-by-case basis utilizing the information available coupled with the expertise, knowledge, and judgement of the emergency responders on scene. The ultimate responsibility and accountability for emergency notifications rests with the Associate Vice President for Public Safety & Chief of Police.

- The same resources listed under Timely Notifications, such as all campus e-mail, text messages, etc., are also available. At a minimum, a campus-wide e-mail and message on the campus home page would be used with other medium selected based on the matrix and specific type of emergency.

6.3 Limited Voluntary/Confidential Reporting

The TUPD encourages anyone who is a crime victim or witness to promptly report the incident to the police when the victim of such crime elects or is unable to make such a report. Because police reports are public records under state law, the TUPD cannot hold reports of a crime in confidence. Confidential reports for the purposes of inclusion in the annual disclosure of crime statistics can generally be made to any Campus Security Authority (CSA), as described in section **6.4**

Professional and pastoral counselors are exempt from certain reporting requirements when they are acting within the scope of their professions. The university encourages counselors and clergy; if and when they deem it appropriate, to tell the people they counsel about how to report crimes on a voluntary, confidential basis to any Campus Security Authority (CSA) for inclusion in the annual disclosure of crime statistics.

6.4 Campus Security Authorities

The Clery Act mandates that universities disclose statistics for crimes reported, to have occurred on property deemed to qualify as being part of its Clery geography, to local police agencies and crimes reported to Campus Security Authorities (CSAs). The intent of including non-law enforcement personnel as CSAs is to acknowledge that many individuals, and students in particular, are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

Under the Clery Act, a crime is "reported" when it is brought to the attention of a campus security authority, the university's police department or campus safety office, or local law enforcement personnel by a victim, witness, other third party or even the offender. It doesn't matter whether or not the individuals involved in the crime, or reporting the crime, are associated with the university. If a Campus Security Authority receives a report, he or she must include it as a crime report using the procedure specified by the university.

"Campus Security Authority" is a Clery Act-specific term that encompasses four groups of individuals and organizations associated with a university.

- A campus police department or a campus security department of a university. Towson University has its own police department. Therefore, all individuals who work for the TUPD are Campus Security Authorities.

- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into university property).
- Any individual or organization specified in a university's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of a university who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the university.

The function of a Campus Security Authority is to report to the Towson University Police Department those allegations of Clery Act crimes that he or she receives. CSAs are responsible for reporting allegations of Clery Act crimes that are reported to them **in their capacity as a CSA**.

CSAs are **not** responsible for investigating or reporting incidents that they overhear students talking about in a hallway conversation; that a classmate or student mentions during an in-class discussion; that a victim mentions during a speech, workshop, or any other form of group presentation; or that the CSA otherwise learns about in an indirect manner.

CSAs should immediately report any reportable incident to the university police by downloading and completing a "**Clery Incident Report**" form or though the online "**Clery Incident Report**". CSA reports must provide sufficient details to allow proper classification and reporting of the offense to the Department of Education. Send completed reports to the TUPD by email, fax, or campus mail. The university police also send annual letters to CSAs to solicit any reportable crimes. The university's list of CSAs is updated annually.

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CSAs – Organizations & Titles

- **Office of Public Safety**
  - **University Police**
  - **Access Control**
  - **Environmental Health & Safety**
  - **Office of Emergency Preparedness**
- **Housing & Residence Life**
  - Director & Assistant Directors
  - Residence Life Coordinators
  - Resident Assistants
  - Community Center Workers
- **Student Affairs**
  - Vice President & Associate Vice Presidents
  - Director of a campus health or counseling center unless providing individualized care to a patient
  - African American Cultural Center – Director
  - Jewish Cultural Center – Director
- **Office of Inclusion and Institutional Equity Vice President**
  - Title IX Coordinator
  - Title IX Investigators
- **Campus Ministry Center** (except when acting as a pastoral counselor)
  - Religious Staff Coordinating Council
  - Interfaith Campus Ministers Association
- **Childcare Center** – Director
- **Office of Human Resources**
  - Associate Vice President
  - Employee/Labor Relations Manager
  - Employee Relations Specialist
- **Accessibility and Disability Services** – Director
- **Office of Student Accountability & Restorative Practices**
  - Director
  - Associate & Assistant Directors
- **Campus Recreational Services**
  - Director
- **Student Activities**
  - Director
- **Fraternity & Sorority Life**
  - Director
- **Student Groups**
  - Faculty or Staff Advisors to Student Groups. (taken from page 4-3 of Clery Handbook
- **New Student Programs**
  - Director
- **Campus Life/Student Affairs**
  - Assistant Vice President
- **Center for Student Diversity** – Director
- **Athletics**
  - Director of Athletics
  - Sport Administrators
  - Head & Assistant Coaches
  - Certified Athletic Trainers
- **International Student and Scholar Office**
  - Director & Associate Director
- **Study Abroad Office**
  - Director & Associate Director
- **Contract Security Professionals** (see section **2.08**)
- **Officers from Local Law Enforcement** who are contracted by the university to provide campus safety-related services.
- **Parking and Transportation Services**-Director

Exemptions from CSA Reporting

As stated previously, there are two types of individuals who, although they may have significant responsibility for student and campus activities, are not Campus Security Authorities under the Clery Act

Pastoral counselor: A person, who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor.

Professional counselor: A person whose official responsibilities include providing mental health counseling to members of the university's community and who is functioning within the scope of the counselor's license or certification. This definition applies even to professional counselors who are not employees of the university but are under contract to provide counseling at the university.

6.5 Disciplinary Referrals of Students

Regardless of criminal prosecution decisions, all criminal cases involving students are referred by the TUPD to the university's Office of Student Conduct and Civility Education. When there is evidence that a student has committed a crime on campus, disciplinary actions at the university may proceed whether or not criminal charges involving the same incident have been adjudicated or dropped. See also the **Towson University Code of Student Conduct**.

Referrals of Faculty or Staff

Regardless of criminal prosecution decisions, all criminal cases involving Faculty or Staff are referred by the TUPD to the university's Office of Human Resources. When there is evidence that a member of the faculty or staff has committed a crime on or off campus, disciplinary actions at the university may proceed whether or not criminal charges involving the same incident have been adjudicated or dropped, depending on the facts and circumstances of the incident. In matters involving the faculty, the Office of Human Resources works in conjunction with the Provost Office.

Local Police Department Referrals

Towson University does not have any formal agreement with the Baltimore County Police Department or any other local police jurisdiction to monitor and record activity by students at non-campus locations of student organizations officially recognized by the university, including student organizations with non-campus housing facilities. Towson University has no officially recognized student organizations with non-campus housing facilities.

The university does provide grant funding to the Baltimore County Police Department to provide added patrols during certain days and times during the Fall and Spring semesters to monitor and respond to complaints concerning students living in privately rented houses and apartments in certain residential neighborhoods in close proximity to campus.

The Baltimore County Police Department (Towson Precinct 6) will notify the university if a Towson University student is cited or arrested, for an off-campus violation. Once notified, the university will refer that case to the Office of Student Conduct and Civility Education.

The university would take similar action if made aware of a similar circumstance by any local police department. Similar situations involving a staff or faculty member would be referred to the Office of Human Resources or the Office of the Provost as applicable.

6.6 Annual Clery Notice Distribution

The Towson University "Clery Notice" is distributed by email every October to all current students and employees. The "Clery Notice" is also available through various web sites and printed in several campus publications to ensure wide dissemination and satisfy federal law mandates.

This table summarizes various "Clery Notice" compliance mechanisms.

Distribution Method	Current Students	Prospective Students	Current Employees	Prospective Employees
TU Web Site – Home Page	X	X	X	X
TU Admissions Web Site	X	X		
TU Brochure – Transferring to TU	X	X		
TU Student Catalogue	X			
TU Office of Public Safety Web Site	X	X	X	X
TUPD Web Site	X	X	X	X
TUPD – Hard Copy	X	X	X	X
Environmental Health & Safety Web Site	X	X	X	X
Office of Human Resources Web Site	X	X	X	X
OHR Employment Application			X	X
OHR New Employee Packet				X
TU Today – Annual Announcement	X		X	
Annual (Oct.) All-Campus Email	X		X	
Events & Conference Guest Guide	X		X	

6.7 Police Daily Crime Log

A daily log of all criminal offenses reported on the campus is maintained by the TUPD and is available for public inspection between the hours of 8 AM and 4 PM, Monday through Friday, excluding when the university is officially closed. The Crime Log may also be viewed, at any time, on the TUPD web site by clicking on the link for **Crime Log**.

The police department may withhold information from the daily crime log if the release of such information would jeopardize an ongoing criminal investigation, the safety of an individual, cause a suspect to evade detection or flee, and/or result in the destruction of evidence.

The police department's crime log covers at least the most recent 60-day period. Printed crime log information dating back more than 60 days will be made available for inspection within two business days of a request.

7.0 CRIME PREVENTION AND SECURITY AWARENESS PROGRAMMING

The TUPD has worked with other university departments to develop a very active and comprehensive program with the objective of preventing crime to the fullest extent possible through awareness and participation of the university community. While the Towson University Police Department may offer advice and assistance regarding campus safety, all persons have certain responsibilities for their own safety.

The dedicated men and women of the TUPD are committed to the principles of community policing. As proof of this commitment to campus safety, the agency has received the Governor's Crime Prevention Award for Excellence for 35 consecutive years.

Towson University's Police Department uses community policing and problem-solving techniques in its day-to-day duties. The Building Assignment Program assigns a Towson

University Police Officer to each building on campus. The assigned officer is required to regularly interact with the building's primary stakeholders and to utilize the resources of the university to meet the policing and public safety needs of those who utilize the building. Officers must review all incident reports for their assigned building to remain aware of crime or quality of life issues, and security conditions or concerns. Officers must be aware of internal and external facility issues and may make suggestions for security enhancements to the building coordinator. Each officer is required to submit a monthly building report to the patrol commander detailing their contacts and observations. A building report is required for each assigned building every month. These reports are summarized in a monthly-consolidated report that is subsequently distributed to all police commanders for review and distribution to additional staff as applicable.

Crime prevention and security awareness programs are delivered during freshman orientation programs. The university community is also regularly informed of crime trends, safety, and special programs through the agency's web site, pamphlets, flyers, the Crime Log, news articles, and the Police Blotter in ***The Towerlight***. Crime Alerts (Timely Warnings) are also made through the university's electronic mail system as described in section **8.00**.

The Community Outreach officer provides and coordinates informational seminars on request from any university department, student organization, or residence hall. Officers may be requested to speak on a variety of topics such as rape, sex assault, theft and robbery prevention, drug and alcohol awareness, safety concerns, and advice about personal defense.

University police officers also participate in classroom discussions on these and other crime prevention subjects when invited by the faculty. An officer regularly attends Student Government Association meetings to answer any questions and provide information relative to crimes and crime trends on campus.

Operation Identification allows any member of the university community to have personal property engraved with a driver's license or other identifying number to facilitate the recovery of property that is lost or stolen. Any academic or administrative department may also request that a security survey be conducted by the Community Outreach officer to identify areas of potential risk and to offer recommendations to enhance security.

The Rape Aggression Defense (R.A.D.) System is a comprehensive, course that begins with awareness and prevention while progressing on to the basics of hands- on defense training. It teaches realistic self-defense tactics and techniques. R.A.D. is not a martial arts program. TUPD, through an outside contractor, can provide this training upon request.

Anyone wishing to request crime prevention service, or wanting more related information should contact Community Outreach through TUPD Communications at 410-704-2505.

Officers also distribute "Gotcha!" crime prevention notices when offices and residence hall rooms are found open, and property is left unattended.

7.1 Campus Safety Education

The TUPD Community Outreach officer works closely with various campus departments to provide security and safety programs, presentations, and workshops throughout the year. Numerous brochures and pamphlets relating to crime prevention and personal safety are made available. What follows are examples of our community outreach programs for crime prevention and safety education.

- **Police Community Outreach:** The outreach unit will meet with faculty, staff, and students throughout the year with most meetings occurring during the fall and spring semesters. The outreach unit will collaborate with university representatives and present matters related to safety, security, and policing that may be of concern to the community. In turn, university police representatives can explain what the agency is doing to assure safety on campus.
  - **Community Meetings**: Agency liaisons will meet with formal community organizations to exchange information and ideas related to policing, security, and other related community concerns.
  - **Presentations**: Various groups are addressed with crime prevention information adapted to fit the audience. These programs include, but are not limited to:
    - **TU Resource Fair:** Crime prevention information and safety tips to new incoming students and their parents. This program occurs twice a year during the fall and spring semesters.
    - **Student Orientation**: Crime prevention information, safety information, and information on American policing philosophies and operations is presented to new international students. This program is offered multiple times, based upon need, at the beginning of the fall and spring semesters.
    - **TU4U**: Crime prevention and safety tip information is presented to prospective students and their parents. This program is offered at least twice a year during the fall and spring semesters.
    - **Open House**: Crime prevention and safety tip information is presented to student, staff, and faculty attendees of the university's open house programs. This program is offered at least four times a year during the fall and spring semesters.
    - **Resident Assistant Training**: Resident Assistants for Housing and Residence Life (HRL) are trained in certain aspects of drug identification and recognition. This program is offered once annually prior to the start of the fall semester.
    - **Athletic Teams**: Information is provided in conjunction with the Athletic Department to athletes about alcohol and drug abuse, sexual assault, and gambling. This program is conducted at the request of the athletics department.
    - **Daycare Center**: Safety presentations and literature are provided to the staff and children at the university's on-campus daycare center. This program is offered at the request of the Daycare Center Director and occurs at least once annually.
    - **Peer Educator Training**: Information is provided in conjunction with the Counseling Center to peer counselors about alcohol and drug abuse and sexual assault. This program is offered annually.
    - **Mascot Basketball Game**: The agency provides McGruff the Crime Dog at an annual mascot basketball game in order to distribute crime prevention literature to spectators and age-appropriate literature, workbooks, and coloring books to young children in the audience. This program is offered at the request of the Athletics Department.
    - **Education materials to promote the awareness of rape, acquaintance rape, and domestic violence, dating violence, sexual assault, and stalking.** These materials are provided at all tabling events occurring throughout the year.

Sexual Assault Peer Education- The Sexual Assault Peer Education (SAPE) Program is a group of students committed to preventing sexual violence at Towson University and beyond. Our educational efforts cover consent and communication, bystander intervention, sex positivity, resources for survivors of sexual violence and their friends, and related topics. We promote a culture enthusiastic consent, empower active bystanders, healthy communication, and supported survivors by educating our peers and ourselves. Title IX training which includes sexual harassment and other sexual misconduct is also provided online for all students, faculty, and staff via Safe Colleges online module.

The training is offered primarily to students and multiple locations and times throughout the fall and spring semesters. Students will be provided training and information to help them understand the following components:

- The need to ask for consent and respect the answer given
- Identify situations in which consent is not possible
- Understanding consent to be an integral part of a healthy and fulfilling sexual and romantic life
- Discussion and negotiation of healthy sexuality, gender roles, and relationships with partners and friends
- Being respectful of diversity of healthy sexualities and relationships in the TU community.
- Understanding the Towson University Sexual Harassment and Other Sexual Misconduct Policy definition of consent
- The University's definition of bystander intervention
- Recognition of the characteristics of situations that qualify for intervention including the early warning signs of sexual violence
- How to intervene appropriately, de-escalate, and interrupt violent, unsafe, or non-consensual interactions and relationships**.**

- **Sexual Violence Prevention and Response Resources**

  - Students will know how to identify all behaviors prohibited by the Towson University Sexual Harassment and Other Sexual Misconduct Policy (sexual harassment, sexual assault, sexual exploitation, stalking, relationship violence, and sexual intimidation)
  - Students will know how to report sexual misconduct and understand what happens when sexual misconduct is reported
  - Students will know the on- and off-campus resources for sexual violence prevention and response and understand the difference between confidential and private resources
  - Students will be comfortable referring others to on and off campus resources

  Active Shooter Training
  - The Office of Public Safety provides training on options available to the community in the event of an active shooter situation. The training provides information on tactics for persons involved in an active shooter situation that

follow the nationally recognized model of avoid, deny, and defend. Training is offered twice a month, once during business hours, once in the evening, and upon request to university students, faculty, and staff. Additionally, the Office of Public Safety also shows its active shooter video during new student orientations and residence hall floor meetings.

Contract security personnel utilized in the residence halls receive the active shooter training at the beginning of the fall and spring semesters. Contract security staff utilized for large events on campus receive an active shooter briefing from a member of the police department at the briefing prior to the start of the event.

- **Alcohol Awareness**
  - Alcohol awareness programs include, but are not limited to:
    Alcohol & Drug Peer Education. The Counseling Center offers peer education programs related to body image, drug and alcohol use, sexual assault, and mental health. This program is offered at various times throughout the fall and spring semesters.

  - Challenging Myths & Exploring Norms about Substance Use and Abuse

    - Alcohol and Drug Peer Educators (Also known as TAPP peer educators) are expected to meet bi-weekly in the Counseling Center.
    - Risk-Reduction Seminars: Weekly Wednesday class for low-level campus alcohol and marijuana offenders (Party 101). Alcohol and Drug Peer Educators get involved in the following activities:
    - Campus Outreach: Classroom presentations, group specific program, interactive programs, and activities.
    - Alcohol and drug peer educators present on a variety of topics including (but not limited to):

      - Binge Drinking
      - Risks/effects of alcohol
      - Blood alcohol level calculations
      - Drinking and Driving
      - Marijuana
      - Other illicit drugs (e.g., ecstasy, heroin, cocaine)
      - Prescription drug abuse
      - Tobacco (off campus)
      - Myths about college use
      - Secondary effects of substance use
      - Presentations are tailored to the needs of both of those who request the program and the target audience.

  - Alcohol EDU

    - All incoming students are required **to complete Alcohol Awareness and Prescription Drugs online courses via Safe Colleges online modules.** At

Towson University, we recognize that social activities play a role in shaping your academic experience. We want to ensure that you are empowered to make well-informed decisions about alcohol and sexual issues. We also want to make sure that you are aware of your rights and responsibilities as a member of our campus community. For this reason, we require all new students to complete Alcohol Awareness and Prescription Drug online programs that educate students about alcohol abuse, prescription drugs, and sexual assault.

The University has an established counseling program for students and the Inova Employee Assistance Program (EAP) for faculty and staff. These programs are designed to provide counseling and rehabilitative services. Employees are encouraged to contact the Office of Human Resources and students are encouraged to contact the Counseling Center in the event they have a substance abuse problem.

Employees and students who need help with a problem of substance abuse are encouraged to call the Counseling Center, the Health Center, Human Resources, or the Office of the Vice President for Student Affairs. The resources of the Counseling Center are available for supervisors who need consultation in handling employees who may have substance abuse problems.

Voluntary participation in an assistance program will not jeopardize a participant's continued employment or enrollment at the university, provided that the participant's job performance or behavior is consistent with established standards. However, voluntary participation in an assistance program will not prevent disciplinary action for violation of the policy, where such violation has already occurred.

There are a variety of outpatient, inpatient, and detox programs in the Baltimore region.

- **Substance Education Treatment & Prevention Services through University's Counseling Center**
    - Specialized services are available to students if they are troubled either by their own or someone else's abuse of alcohol or drugs. Various individual and group counseling programs are offered, including a court-approved program for those who have received a DUI citation. This program is offered as necessary throughout the calendar year.
    - Safe Summer Send-Off: In conjunction with the university's Health Center, students and staff are given the opportunity to wear "Fatal Vision" goggles to simulate some effects of alcohol consumption. This program is offered annually at the end of the spring semester.

Additional Police Community Outreach Programs

- **National Collegiate Alcohol Awareness Week**: A mock vehicle rescue and DWI arrest are staged to demonstrate the effects of driving while intoxicated. The activity is held in conjunction with the university's Counseling Center and the Baltimore County Fire Department. This program is offered annually during the spring semester
- **Rape Aggression Defense (RAD):** This is a nationally known and respected program of realistic self-defense tactics and techniques for women. The R.A.D. System is a comprehensive, women-only course that begins with awareness, prevention, risk reduction and risk avoidance, while progressing on to the basics of hands-on defense training. This

is taught to students, faculty, and staff in a cooperative arrangement with the Student Government Association. This program is offered at a minimum of twice a year in the spring and fall semester.

- **Operation ID**: Engravers are made available at most outreach events and may be loaned to community members. TUPD encourages the public to engrave valuables in an effort to prevent theft and assist in recovering stolen property.
- **Crime Prevention through Environmental Design (CPTED) and Security Surveys**: Agency employees evaluate security related matters and make suggestions for improvements in physical security systems. This includes night walks to evaluate lighting and foliage, reviewing construction and renovation plans, and conducting related surveys of various academic, administrative, and support facilities on campus. This program is offered as requested with a night walk occurring, at a minimum, twice annually in the fall and spring semesters.
- **GOTCHA Program:** Printed notices are left in areas and offices that are discovered to be inappropriately unsecured or unlocked. This program occurs throughout the calendar year.
- **TUPD Web Page**: The agency's website is regularly updated with crime prevention tips, crime statistics, crime alerts, and the agency's newsletter.
- **Emergency Telephones:** Anyone on campus may use the direct-connect, emergency "blue light" telephones that are strategically placed throughout campus to report emergencies or request police services.
- **TU Today** Towson University's daily email digest, Towson Tigers today. Safety messages are regularly sent, and Police/Community Outreach events promoted through this all-campus email digest.

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- **Brochures, pamphlets, and handouts are distributed each year to students, staff, and faculty.**
    - New Employee Orientations
    - TUPD Crime Prevention Brochure
    - Outsmarting Crime - A personal guide to safer living
    - Street Sense - It's Common Sense
    - TUPD Workplace Safety
    - Take Crime Prevention to Work
    - Flyer concerning the Rape, Aggression, Defense (RAD) Program on campus
    - Towson University Emergency Resources Guide
    - TU4U, Open Houses, and Student Orientations
    - Towson University Policies and Procedures Guide - current year's issue
    - Fire Safety on Campus
    - Fairy Tale Brochure – Myths about seat belt use
    - 08 - If you Blow It, You Blew It
    - Sexual Assault - Anyone can be a victim
    - STAR Center (Sexual Trauma Treatment Advocacy and Recovery Center) Safety Tips; concerning reducing the risk of becoming a victim of sexual assault
    - TUPD general information flyer – Phone numbers, website, Clery Information.
    - Resources for Survivors of Sexual Misconduct

- Pedestrian Safety – Violation warning cards for pedestrians and drivers who violate pedestrian safety laws. These initiatives are developed and pursued throughout the calendar year.
- Pedestrian Safety Statistics Card – Provides information on pedestrian related accidents involving injury or fatality in the Towson area and on campus. Provides safety tips for pedestrians and motorists. This information is distributed throughout pedestrian safety initiatives.

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7.2 Campus Residence Halls

All campus residence halls are locked 24 hours a day and require key or card to access exterior doors, elevators, and individual rooms. Contract security officers are stationed in occupied residence halls between 11:00 PM and 6:30 AM to ensure that only those persons with ***bona fide*** business to conduct are allowed to enter those facilities. Housing and Residence Life staffs the desks with student workers at all other times. Residence halls exit doors are alarmed to sound locally and notify the TUPD if they are propped open.

Campus residents are reminded that crime can happen anywhere, at any time to anyone. Towson University is not a sanctuary or a crime free zone. Residents must take personal safety issues very seriously. Crime prevention is everyone's responsibility. Residents should be especially mindful of these crime prevention practices:

- Keep room and apartment doors locked at all times. **Never** prop open the exterior doors and doors to your room.
- Secure all valuables out of sight.
- Do not leave personal property unattended.
- Report all suspicious activity or persons immediately to the Towson University Police Department.
- Never walk alone at night and always stay in well-lit areas.

Emergency telephones have been installed at locations throughout the campus, including each level of TU's four parking garages. Everyone should be alert for any suspicious activity or other emergency and se the **blue light and yellow phones** for immediate contact with the University Police.

7.3 Escort Services

The agency provides security escort services as an integral part of personal security and protection services to university students, staff, faculty, and visitors. Security escorts may be arranged by calling 410-704-SAFE (7233). SafeWalk escorts are available 24/7; SafeRides are available from 11 p.m. to 7 a.m.

8.00 TIMELY WARNINGS, SAFETY ADVISORIES and EMERGENCY NOTIFICATIONS

In order to safeguard the campus community, to increase crime awareness, and to meet our timely warning commitments, (subject to the availability of accurate information) Clery Timely Warnings will be distributed in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences. The circumstances of any particular situation, coupled with the police department's evaluation of the situation and threat potential will determine the need and manner for issuing a Clery Timely Warning.

CRIME ALERT: Off Campus – Residential Burglaries

The campus will immediately notify the campus community via an Emergency Notification upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

Criteria for Issuing a Clery Timely Warning Notice, Safety Advisory, or an Emergency Notification

Overview

In the event of a substantiated serious security or safety concern, either on University property or in designated areas near campus (See timely warning and safety advisory maps), efforts are made to advise members of the campus community. The University takes its duty seriously to inform students and campus community members of threatening situations and how they can best protect themselves from harm. Information related to crime and other potentially threatening situations is provided in an accurate and timely fashion for use by students and other University community members to reduce their chances of becoming victims. These notices will be issued as a means of a **"Clery Timely Warning, Safety Advisory,** or an **Emergency Notification**.

Clery Timely Warning Notice

What Constitutes Issuance of a Clery Timely Warning Notice:

Clery Timely Warning Notices are specifically related to compliance with the federal Clery Act, which requires colleges and universities to notify students and employees whenever there is a Clery Act crime that represents a serious or continuing threat to the safety of students or employees. They are sent to inform and increase awareness so campus community members can protect themselves from harm and prevent similar crimes.

The Clery Act identifies specific crimes that **require** a timely warning notice to be issued, when these crimes are reported to officials with significant responsibility for student and campus activities (CSAs), campus police, or the local police and the reported crime(s) are believed to

have occurred on campus, in or on non-campus buildings or property owned or controlled by the university that are used for educational purposes and frequently used by students, or on public property contiguous to the campus, **and** the university considers them to represent a serious or continuing threat to students and employees.

Timing, Content, and Decision Criteria for a Clery Timely Warning Notice

The Clery Act does not define what is timely. However, the warning will be issued as soon as pertinent information is available because the intent of a Clery timely warning is to alert the campus community of continuing threats, especially concerning safety, thereby enabling community members to protect themselves.

Timely Warnings are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/Non-Negligent Manslaughter
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger TUPD community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis)
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount information known by the Towson University Police Department, or designee). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a "timely" warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.
- Major incidents of Arson
- Other Clery crimes as determined necessary by the Chief of Police within the Office of Public Safety, or his or her designee in his or her absence.

Clery Act regulations do not specify what information should be included in a Timely Warning. However, the warning should include all information that would promote safety, because the intent of the warning is to enable members of the campus community to protect themselves.

Available information that will be in Timely Warnings includes, but is not limited to:

- Description of the incident such as the type of crime, date, time, and location;
- For On-campus incidents, a physical description of the offender when text alerts are sent immediately following an incident, a suspect may still be in the area, and the description may aid in the apprehension of the suspect(s);
- Safety notice, when practical, specific to the incident regrading steps to take to avoid becoming a victim;
- The names of victims will be withheld from the timely warnings

Safety Advisory Notice

Non-Clery Act Crimes/Incidents and/ or Non-Clery Geography

Safety Advisories may also be posted for other crime classifications and locations, even when not required by the law, at the sole discretion of Towson University.

While the Clery act mandates the minimum requirements a college or university must follow for timely warnings and emergency notifications, the university may in its judgement issue Safety Advisories for non-Clery crimes or non-criminal incidents that occur within its Clery Geography or for any incident occurring outside its Clery geographic when the proximity to campus is- in the professional judgment of a Towson University Police Supervisor or Commander - close enough to campus to represent a serious or continuing danger or threat to its students and employees.

Clery Act regulations do not specify what information should be included in a Safety Advisory. However, the advisory should include all information that would promote safety, because the intent of the advisory is to enable members of the campus community to be informed of situations and, if applicable, protect themselves.

Available information that will be in advisories includes, but is not limited to:

- Description of the incident such as the type of crime, date, time, and location;
- A physical description of the offender when text alerts are sent immediately following an incident, a suspect may still be in the area, and the description may aid in the apprehension of the suspect(s);
- Safety notice, when practical, specific to the incident regarding steps to take to avoid becoming a victim;
- The names of victims will be withheld from the Safety Advisories.

Decision to Issue Clery Timely Warning and Safety Advisory Notice—Responsibility

As stated elsewhere, in an emergency situation where time is of the essence, TUPD's Police Communications Operators (PCOs) are authorized by written TUPD directives and alert matrix to develop the content and send Timely Warnings or Safety Advisories to the campus community based on the nature of the incidents or as directed by the on-duty patrol supervisor, an on-duty commander, or the on-call commander. When time permits, the on-duty shift commander may coordinate and consult with a police commander; however, the shift commander is fully empowered to have the PCOs issue warnings without the need for any higher-level command approval. While shift commanders and commanders are empowered to issue Timely Warnings or Incident Advisories without approval from a higher authority, the ultimate responsibility and accountability for complying with Clery requirements regarding Timely Warnings and Emergency Notifications rests with the Associate Vice President for Public Safety & Chief of Police in the Office of Public Safety. While a pre-authorized matrix exists for certain foreseeable cases, the issuance of a Timely Warning or Safety Advisory is decided on a case-by-case basis and rests with the responsible Towson University Police Department Supervisor or Commander. In determining

whether to issue a Timely Warning or Safety Advisory, the responsible supervisor or commander will determine whether the Clery Crime, other Crime or Non-Criminal Incident represents a

serious or continuing threat to the Campus Community. The responsible supervisor or commander, using their professional judgement, experience, knowledge, and training, will take into consideration the following:

- the nature of the crime,
- the time lapse between the time of occurrence and the time the police department became aware of the occurrence,
- the location of occurrence, (See Timely Warning Map below)
- whether the suspect(s) were identified and apprehended,
- direction of travel of suspect(s)
- other factors based on the specific circumstances of the situation at hand.

A map showing the pre-designated on and off campus areas for which a Timely Warning or Safety Advisory may be issued is below:

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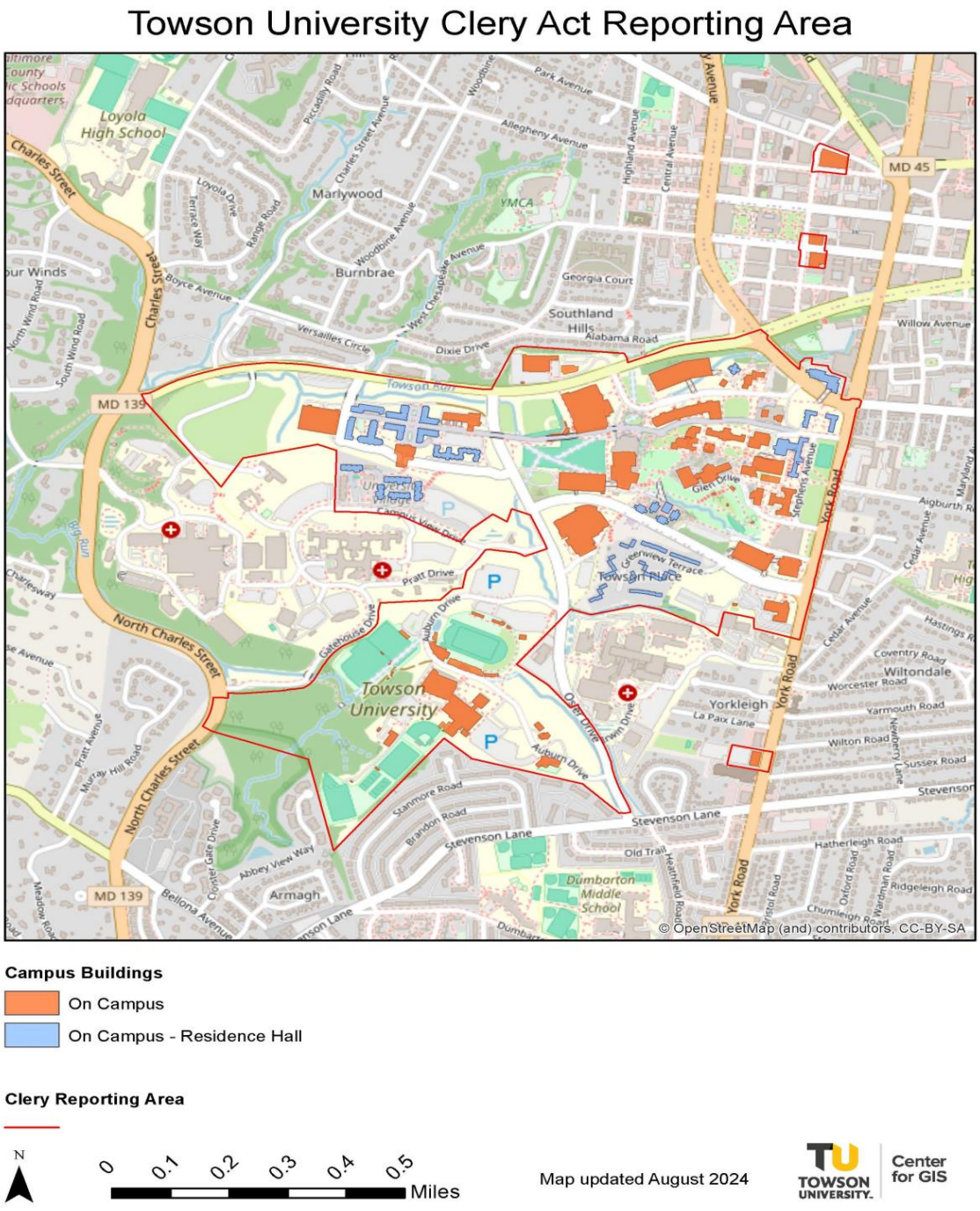
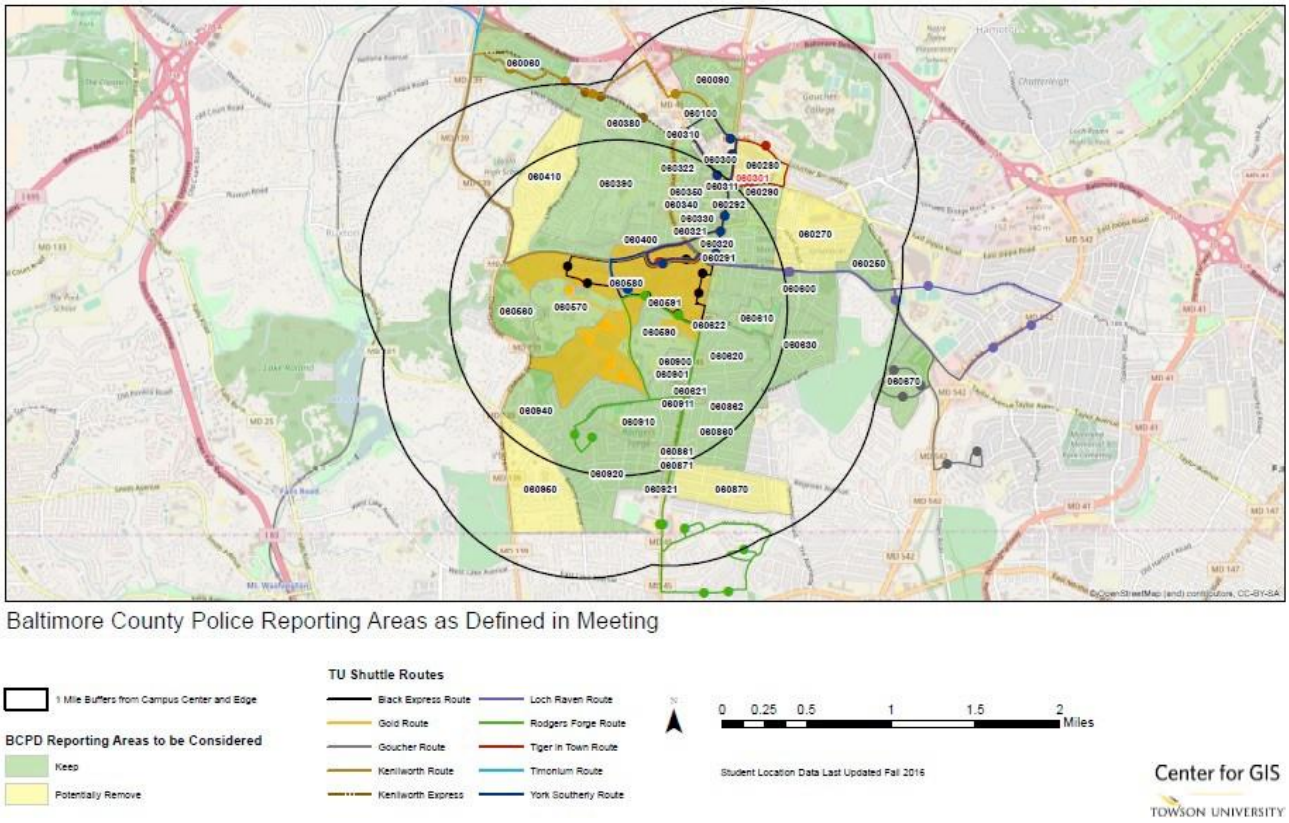
TIMELY WARNING MAP



* As of August 1, 2024, The University is only utilizing Building 5 and part of Building 2 at University Village Apts.

Safety ADVISORY MAP



What Constitutes Issuance of an Emergency Notification:

Towson University will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees. An "immediate" threat as used here includes an imminent or impending threat, such as an approaching forest fire, or a fire currently raging in one of its buildings. Some other examples of significant emergencies or dangerous situations are:

- outbreak of meningitis, norovirus or other serious illness;
- approaching tornado, hurricane or other extreme weather conditions;
- earthquake;
- gas leak;
- terrorist incident;
- armed intruder;
- bomb threat *(if circumstances and information warrant)*;
- civil unrest or rioting

- explosion; and
- nearby chemical or hazardous waste spill;

How Clery Timely Warning/ Emergency Notices are Issued:

Clery Timely Warning notices will be issued to students and employees upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring **on the campus**.

In an emergency situation, where time is of the essence, TUPD's Police Communications Operators (PCOs) are authorized by written TUPD directives and alert matrix to automatically develop the content and send Emergency Notifications using the systems below to the entire campus or to a segment of the campus or can be directed by the on-duty patrol supervisor, an on-duty commander, or the on-call commander. If time permits, the on-duty shift commander may coordinate and consult with a police commander; however, the shift commander is fully empowered to issue emergency notifications without the need for any higher-level command approval. While shift commanders and commanders are empowered to issue emergency notifications without approval from a higher authority, the ultimate responsibility and accountability for complying with Clery requirements regarding Emergency Notifications rests with the Chief of Police in the Office of Public Safety.

Timely Warning Notices and Emergency Notifications may be disseminated to campus community members via a variety of mechanisms or mediums. The alert process will minimally involve a combination of all-campus e-mail postings and posting on the TUPD web site.

Other means that may be utilized for Emergency Notifications include:

- Physical postings of bulletins in designated campus residential areas may be an option depending upon the circumstance
- Text messaging to cell phones of those enrolled in the service
- Internal and External Public Address System
- Informa cast announcements over university Cisco Telephones
- Net Notify messages on University Computer screens
- Other methods deemed necessary that may be used in the information dissemination process.

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9.0 DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STALKING AND HARASSMENT PREVENTION

Towson University's **Policy on Sexual Harassment and Other Sexual Misconduct** was adopted in 2017 and updated on August 14, 2020, as part of the TU and USM commitment to provide a working and learning environment free from sexual harassment, including sexual and gender-based harassment, sexual violence and assault, dating violence, domestic violence, sexual exploitation and sexual intimidation, stalking, and hate violence. This policy applies to alleged incidents that occurred prior to August 1, 2024. The updated policy that applies to alleged incidents that occurred on or after August 1, 2024, is in section **18.3**.

Towson University (the "University") is committed to providing a working and learning environment free from "Sexual Harassment" (which includes sexual and gender-based harassment, specifically sexual assault, dating violence, domestic violence, stalking, sexual exploitation, and sexual intimidation.) The University prohibits and will not tolerate any form of Sexual Misconduct. Sexual Misconduct is a form of sex discrimination prohibited by state and federal laws, including Title IX of the Education Amendments of 1972 as amended ("Title IX") and Title VII of the Civil Rights Act of 1964 as amended, and may constitute criminal activity.

The University endeavors to foster a climate free from all forms of Sexual Harassment and Other Sexual Misconduct as described above through training, education, prevention programs, through policies and procedures that promote prompt reporting, prohibit retaliation, and promote timely, fair and impartial investigation and resolution of Sexual Harassment cases in a manner that eliminates the harassment, prevents its recurrence, and addresses its effects. All University community members are subject to this policy, regardless of sex, sexual orientation, gender identity and gender expression. This includes all students, faculty, and staff of the University (including regional centers), as well as third parties and contractors under University control. This policy applies to Sexual Harassment in connection with any University education programs or activities, including Sexual Harassment or Other Sexual Misconduct: (1) in any University facility or on any University property; (2) in connection with any University sponsored, recognized or approved program, visit or activity, regardless of location; (3) that impedes equal access to any University education program or activity or adversely impacts the employment of a member of the University community; or (4) that otherwise threatens the health or safety of a member of the University community. Nothing in this policy is intended to supersede or conflict with any federal compliance obligation.

A violation of this policy may constitute professional misconduct and/or moral turpitude under the Towson University Policy on Appointment, Rank and Tenure of Faculty, and/or gross misconduct and/or moral turpitude under Towson University's Policy on Separation for Regular Exempt Employees.

These university departments contribute greatly toward these efforts.

- Office of Inclusion and Institutional Equity (410-704-0203)
- Office of Student Accountability and Restorative Practices (410-704-2057)
- Counseling Center (410-704-2512)

- Center for Student Diversity (410-704-2051)
- Towson University Police Department (410-704-4444)

It is important that students, faculty, and staff understand these terms as defined in Towson University policies:

Consent: Consent means a knowing, voluntary, and affirmatively communicated willingness to mutually participate in a particular sexual activity or behavior. Consent 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. In order to give effective consent, one must not be mentally or physically incapacitated (e.g., by alcohol or drugs, unconsciousness, mental disability).

The State of Maryland does not have a specific definition of consent in relation to sexual assault; however, the Maryland Annotated Code of Criminal law states:
Maryland Criminal Article 3-301 article notes to render consent, one must not be mentally incapacitated or physically helpless (e.g., by alcohol or drugs, unconsciousness, mental disability).

The definition of consent as set forth in its sexual misconduct policy is used by the University in investigating and adjudicating allegations of sexual misconduct pursuant to its sexual misconduct policy.

VAWA: Violence Against Women Act affords additional rights to campus victims of sexual assault, domestic violence, dating violence and stalking.

Domestic Violence: Federal law definition: Domestic Violence is defined as 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 cohabitated 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;
• 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.

The State of Maryland does not have a specific law defining domestic violence; however, it does provide relief for a protective or peace order under the Maryland Family Article.

Domestic Violence: Maryland Family Law Article 4-501 defines "Abuse" as any of the following acts:

- an act that causes serious bodily harm;
- an act that places a person eligible for relief of imminent serious bodily harm;
- assault in any degree;
- rape or sexual offense under §§ 3-303 through 3-308 of the Criminal Law Article or attempted rape or sexual offense on any degree
- false imprisonment; or
- stalking under § 3-802 of the Criminal Law Article.

Those eligible for relief from abuse are:

- the current or former spouse;
- a cohabitant, meaning person who has had a sexual relationship with the abuser and resided with the abuser in the home for a period of at least 90 days within 1 year before the filing of the petition;
- a person related to the respondent by blood, marriage, or adoption;
- a parent, stepparent, child, stepchild or the person eligible for relief who resides or resided with the respondent or person eligible for relief for at least 90 days within 1 year before the filing of the petition;
- a vulnerable adult;
- an individual who has a child in common; or
- an individual who has had a sexual relationship within 1 year before the filing of the petition.

Dating Violence: Federal law definition: 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 or interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
For the purposes of this definition— Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

There is no Maryland law definition of dating violence (it is not distinguished from general crimes of violence, such as assault).

Stalking: Federal Law Definition: Stalking is defined as 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.

For the purposes of this definition—

- 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.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

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

Towson University's Code of Student Conduct and Policy on Sexual Harassment and Other Sexual Misconduct definition of Stalking:

> **Stalking** means engaging in a course of conduct directed at a specific person (as it pertains to sexual advances and/or dating or domestic violence) that would cause a reasonable person to (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress. For the purposes of this definition:
>
> 1. Course of conduct means two or more acts, including, but not limited to, acts in which the alleged 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.
> 2. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
> 3. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling.

- **Sexual Assault**: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim if incapable of giving consent."

- **Rape** is defined as 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.

- **Fondling** is defined as the touching of the private parts of another person for the purposes 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.

- **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.

Maryland Law Definition of Sexual Assault: The actions constituting sexual assault are set forth in Title 3, Subtitle 3 of the Criminal Law Article of the Annotated Code of Maryland and include, but are not limited to, the following acts committed by an acquaintance or stranger ("Actor"): Rape forcible sodomy, or forcible sexual penetration, however slight, of another person's anal or genital opening; touching of an unwilling person's intimate parts (defined as genitalia, groin, breast, or buttocks, or clothing covering them); or, forcing an unwilling person to touch another's intimate parts. To constitute sexual assault these acts must be committed either by force, threat, intimidation, or through the use of the victim's mental or physical helplessness of which the Actor was aware or should have been aware.

Towson University's Sexual Harassment or Other Sexual Misconduct Policy Definitions:

- **Sexual Assault** means any of the following:

1. Forcible 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, including:

    a. Forcible Rape—(Except Statutory Rape) The carnal knowledge of a person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.
    b. Forcible Sodomy—Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

c. 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, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

d. Forcible Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

2. Nonforcible sex offenses—Unlawful, nonforcible sexual intercourse, including:

a. Incest—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

b. Statutory Rape—Nonforcible sexual intercourse with a person who is under the statutory age of consent.

- **Retaliation**: means intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or this Policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under this Policy.
- **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 or not 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 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. Examples of Sexual Exploitation include but are not limited to prostitution; using any kind of photographic or recording device to capture, post and/or publish images of a person's intimate parts and/or of a sexual act without the Consent or knowledge of the involved party; intentionally or unintentionally publishing, recreating, or reproducing images of a person's intimate parts or of a sexual act without the knowledge or Consent of the party involved; voyeurism; inducing Incapacitation for the purpose of Sexual Exploitation or of having sex with the incapacitated person (regardless of whether Sexual Exploitation and/or sexual activity actually takes place); and/or knowingly transmitting a sexually transmitted infection to a partner without their Consent.

- **Sexual Harassment**: Includes conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct (quid-pro-quo); (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive AND objectionably offensive that it effectively denies a person equal access to the University's education program or activity; or (3) any of the following: "Sexual Assault", "Dating Violence", "Domestic Violence" or "Stalking."
    - Examples of Sexual Harassment include: harassment through public or private insult, sexually suggestive comments concerning a person's body or behavior, and/or sexual demands; subtle or overt pressure to comply with sexual demands; undue and unwanted remarks about another person's clothing, body, sexual activities, sexual preferences, or sexual orientation; unwelcome flirting, teasing, jokes, or gestures that are sexual in nature; unwanted kissing, touching, pinching, patting or brushing another's body or clothing; unwanted kissing, touching, pinching, patting or indecent exposure of one's own private body parts; unwanted communications of a sexual nature verbally, in writing, by telephone, computer, or by other means; requests or demands for sexual favors accompanied by implied or overt threats or promised rewards (e.g., grades, references or awards (for students) or assignments, promotions or discipline (for employees)); repetition of unwanted invitations for dates.

9.01 Programs to Promote Awareness of and to Prevent Rape, Acquaintance Rape, Domestic Violence, Dating Violence, Sexual Assault, and Stalking.

The university offers a variety of education and prevention programs throughout the year which are aimed at preventing domestic violence, dating violence, sexual assault, stalking, harassment, and hate violence. A central repository for all campus educational programs relating to sexual assault, domestic violence, dating violence and stalking has been established in the Office of Inclusion and Institutional Equity (OIIE). All faculty, staff, or student groups providing or sponsoring such programs are responsible for forwarding program information to the Associate Vice President of OIIE.

The university's programs to
prevent dating violence, domestic violence, stalking, and sexual assault are comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, university, community, and societal levels

Programs to prevent dating violence, domestic violence, sexual assault, and stalking

include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees. Our programs are regularly assessed for their relevance and value in addressing the needs of the university community.

Primary Prevention and Awareness Programs

Primary Prevention Programs are programming initiatives informed by research or assessed for value, effectiveness, or outcomes and are intended to stop crimes before they occur.

- **The Sexual Misconduct Continuum**: All incoming freshman, transfer, international, and graduate students receive The Sexual Misconduct Continuum training program. The program, adapted to each group, delivers information on risk reduction, sexual assault, harassment, dating violence, and stalking through a multi-media and interactive presentation. The program defines consent, bystander intervention, and retaliation in detail and informs students of the consequences of inappropriate behavior. Students are also informed of the resources that are available to them should they or a friend ever be victimized.
- **New Employee Orientation**: New employee orientations are conducted regularly by the Office of Human Resources (OHR).
- **Office of Student Accountability and Restorative Practices (SARP):**
- Specific process for sexual misconduct adjudication outlined through the Procedures for the Resolution of Sexual Misconduct Complaints Involving Student Respondents, including victim appeal process.
- Specific process for sexual misconduct adjudication outlined through the Procedures for the Resolution of Sexual Misconduct Complaints Involving Student Respondents, including victim appeal process. **Sexual Assault Response Team**: A detective assigned to the Operations Squad, meets every two months with the Sexual Assault Response Team (SART). SART is a multidisciplinary interagency team of individuals working collaboratively to provide services for the community by offering specialized sexual assault intervention services. Teams are specialized to fit the needs of each community and generally have goals of increasing reporting and conviction for sexual assaults and countering the experience of sexual trauma with a sensitive and competent response. Typically, teams consist of key responders such as advocates, law enforcement officers, forensic examiners (e.g.; SANE/SAFE/FNE), crime lab personnel, and prosecutors.
- **Training for Faculty and Staff**: Online sexual misconduct training for all faculty and staff.
- **Office of Inclusion & Institutional Equity**: Provides training for students and faculty on diversity, inclusion, and equity. The Title IX Coordinator oversees programs and workshops that involves engaging the campus community on topics of sexual misconduct, discrimination, harassment, hate and bias. OIIE has mandatory programs for incoming students, such as Safe Colleges online training, that provides education on alcohol, tobacco, drug prevention and sexual violence prevention.

- **Combatting Underage Drinking Coalition:** TU Counseling Center and TUPD partner with the Baltimore County Department of Health and many other organizations as members of the Combating Underage Drinking Coalition. This effort focuses on affecting policies and practices associated with underage drinking.
- **SHAPE Committee**: The TU Sexual Harassment Assault Prevention and Education (SHAPE) Committee is a multi-disciplinary group of campus organizations, including Residence Life, Counseling Services, Campus Activities, Women's Studies, and the Police Department. The committee makes policy recommendations and collaborates to develop sexual assault prevention material and awareness education programs.

Awareness Programs

Awareness Programs are community-wide or audience-specific programming intended to increase audience knowledge and share information and resources to prevent violence and promote safety.

- **New Student Orientation**: During Student Orientation sessions, students are provided with an overview of the TUPD and many of the safety related services and programs we provide. The university works collaboratively to ensure that messages delivered at orientation are reinforced with all students, faculty, and staff throughout the year. Some of the ongoing efforts to maintain safety awareness include:
  - **Victim/Witness Pamphlets**: Printed victim/witness resource material distributed by TUPD and OSCCE to all complainants.
  - **Rape Aggression and Defense (RAD) Program**: As previously detailed in this report, this program is offered by an outside contractor upon request.
  - **Take Back the Night**: This event promotes the fight against sexual abuse and assault. Activities included survivors sharing their stories, a candlelight vigil, guest speakers, live acoustic performances, and a march around the Towson University campus. "Take Back the Night" is also held in recognition of April as "Sexual Assault Awareness Month," is sponsored by Counseling Services and supported by TUPD.
  - **Safe Summer Send Off:** Prior to the end of Spring Semester, TUPD participated in Safe Summer Send Off, providing literature and education on personal safety, alcohol awareness, and traffic safety to students as they embarked on their summer break. Similar activities are sponsored before spring break and the winter holiday break.
  - **It's On Us:** In November 2014 Towson's Student Government Association (SGA) implemented a campus-wide "It's On Towson" campaign as part of the nationwide It's On Us initiative toward preventing sexual assault and promoting bystander intervention. SGA produced a 90 second public service announcement which has been displayed on video screens across campus and during home football games.

9.2 How to be an Active Bystander

Bystanders play a critical role in preventing sexual assault and relationship violence.

There are people who observe violence or witness conditions that perpetuate violence. They are not directly involved, but have the choice to intervene, speak up, or do something about it. At TU, we want to promote a culture of community accountability where bystanders are actively engaged in preventing violence without causing further harm. Here are some ways to be an active bystander. Remember, if you or someone else is in immediate danger, dial 911.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, and try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this report for support in health, counseling, or with legal assistance.

9.3 Risk Reduction

Risk Reduction is defined as the application of protective measures to reduce the risk of victimization. With no intent to blame the victim and recognizing that only abusers are responsible for their abuse, here are some strategies to reduce one's risk of sexual assault or harassment.

- **Be aware of your surroundings**. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Try to **avoid isolated areas**.
- **Walk with a purpose**. Even if you don't know where you're going, act like you do.
- **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be. If you feel unsafe, go with your gut, and leave immediately.
- **Some things you can try to get out of an uncomfortable situation**:
- Be true to yourself – don't feel obligated to do anything you don't want to do.
- Have a code word with your friends or family so that you can communicate your discomfort without the person you are with knowing. Friends or family can then come to get you or make up an excuse for you to leave with them.
- Lie. Make up a reason to leave.
- **Make sure your cell phone is with you**, that it is charged, and that you have cab money.
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to social gatherings, **go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. **If a friend seems out of it**, very intoxicated or is acting out of character, get him or her to a

safe place immediately.

- **Don't leave your drink unattended** while dancing, talking, using the restroom. If you've left your drink alone, just get a new one.
- **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it. Watch it being poured and carry it yourself. At parties, don't drink from punch bowls or other large, shared open containers.
- **If you suspect that you or a friend has been drugged**, call 911 immediately

Please call the TUPD at 410-704-2505 for more information about campus safety, university security policies, or crime prevention services. Members of the university community can take positive measures to prevent crime by being aware that crime does occur on and near campus.

Procedures the University Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported

The University has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as changes to housing, academic, protective orders, transportation and working situations, if reasonably available. The University will make such accommodations or protective measures, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to the Towson University Police Department or local law enforcement. For accommodations students and employees should contact the Title IX Office at 410-704-0203 or email titleix@towson.edu.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the University, below are the procedures that the University will follow:

Incident Being Reported	Procedure Institution Will Follow
Sexual Assault	1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care 2. Institution will assess immediate safety needs of complainant 3. Institution will assist reporting party with contacting local police if complainant requests AND provide the complainant with contact information for local police department 4. Institution will provide complainant with referrals to on and off campus mental health providers 5. Institution will assess need to implement interim or long-term protective measures, if appropriate. 6. Institution will provide the victim with a written explanation of the victim's rights and options

	7. Institution will provide a "No trespass" directive to accused party if deemed appropriate 8. Institution will provide written instructions on how to apply for Protective Order 9. Institution will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation, and resolution 10. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is 11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation

Stalking	1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide the victim with a written explanation of the victim's rights and options 7. Institution will provide a "No trespass" directive to accused party if deemed appropriate

Dating Violence	1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide the victim with a written explanation of the victim's rights and options 7. Institution will provide a "No trespass" directive to accused party if deemed appropriate
Domestic Violence	1. Institution will assess immediate safety needs of complainant

	2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide the victim with a written explanation of the victim's rights and options 7. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate

9.4 Reporting Procedures:

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator at 410-704-0203 or titleix@towson.edu . In addition, Towson University Police Department can be contacted by calling, writing or coming into the office to report in person if the victim so desires (TUPD 290 West Towsontown Blvd or calling 410-704-4444. Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Public Safety will automatically be referred to the Title IX Coordinator for investigation regardless if the reporting party choses to pursue criminal charges.

If the report is made to a member of the Towson University Policy Department or the institution's Title IX Coordinator, that person will explain to the victim their options about the involvement of law enforcement and campus authorities, including notification of the victim's option to notify proper law enforcement authorities, including on-campus and local police;

Victims will also be advised of their option to be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and including notification of the victim's option to decline to notify such authorities;

Rights of Victims and the Institution's Responsibilities for Protective Orders, Peace Orders, and No Contact Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution

Towson University complies with Maryland law in recognizing Protective Orders and Peace by enforcing the terms of the Order and serving the Order if applicable. Any person who obtains an order of protection from Maryland or any reciprocal state (Maryland recognizes Orders issued from all other 49 States) should provide a copy to Campus Police and the Office of the Title IX Coordinator. A complainant may then meet with Campus Police to develop a Safety Action Plan, which is a plan for campus police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special

parking arrangements, changing classroom location, or allowing a student to complete assignments from home, etc.) The University cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s).

The University may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. If the University receives a report that such an institutional no contact order has been violated, the University will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the order.

> When a student or employee reports to the university that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the university will provide the student or employee with a written explanation of the student or employee's rights and options, Including the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred along with information about how the university will protect the confidentiality of victims and other necessary parties;
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> The University will provide written notification to students and employees about victim services within the university and in the community; provisions about options for, available assistance in, and how to request accommodations and protective measures; and an explanation of the procedures for institutional disciplinary action.
>
> The University will also provide written notification of victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures.
>
> The University must make such accommodations or provide such protective measures if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

At the victim's request, and to the extent of the victim's cooperation and consent, university offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working, protective measures or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic, living, transportation and/or working situations or protective measures, a victim (student or employee should complete an online report the Title IX Office or contact the Title IX Office at 410-704-0203 or email titleix@towson.edu.

The online report at Title IX Complaint Form will include:

1. Information about existing confidential and non-confidential resources, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other resources available for individuals affected by Sexual Misconduct (both within the university and in the larger community) is available on OIIE's website. Such resources include, without limitation, Sexual Assault centers, victim advocacy offices, women's centers, health centers, nearby hospitals which offer SAFE exams and help in obtaining medical attention, including transporting the Reporting Party to the nearest designated hospital; and counseling for mental health resources by the University and off campus resources available, other victim service entities and/or the nearest State designated rape crisis program.

2. Information about options for, available assistance in, and how to request changes to academic, living, transportation and working situations, and/or other Interim Measures, as applicable, is available on OIIE's website. Interim Measures will be provided if requested and reasonably available.

3. When a student or employee reports to the university that they have experienced Sexual Misconduct, the Title IX Coordinator (or their designee) will provide the student or employee an explanation (available on OIIE's website) of their rights and options (e.g., options to notify law enforcement and/or campus authorities, including the right to be assisted by campus authorities in notifying such authorities; guidance in preservation of evidence; encouragement to obtain immediate medical help; obtaining and/or enforcing no contact and/or protective orders; etc.)

4. Information on external options for reporting Sexual Harassment or Other Sexual Misconduct, as they may be amended from time to time, including local law enforcement, the Equal Employment Opportunity Commission (for Title VII employment discrimination matters), the U.S. Department of Education's OCR. The relevant contact information for the aforementioned external reporting options are available as Appendix B (attached) and on OIIE's website.

On and Off Campus Services for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Towson University will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement. These resources include the following:

Campus Resources

Employee Assistance Program Phone 1-800-346-0110

Inova is a free self-referral and confidential service available to fall faculty and staff, and members of their household, to help with personal and professional problems that interfere with the successful management of work and family responsibilities. Services include confidential counseling, legal services, financial services, identify theft services, work life referral services, online resources including access to on-demand seminars (PDF), and more. Services are

available 24 hours a day, 7 days a week by phone or online provide “towsonu” as the username and password when prompted.

Office of Inclusion & Institutional Equity Phone: (410) 704-0203
Provides private support for faculty and staff who have experienced sexual violence including interim measures and accommodations. The office investigates incidents of sexual violence involving members of the University community. Administration Building Suite 214.

TUPD (410) 704-4444
When called to respond to sexual violence, the Towson University Police will call the Baltimore County Police Department. Baltimore County Police define sexual violence crimes by Maryland law. Maryland law has different definitions of sexual violence than Towson University. Criminal cases in a court of law also use a beyond a reasonable doubt standard to determine if a law was broke.

Community Resources

TurnAround Inc. Phone: (443) 279-0379
24hr Hotline or (410) 377-8111 to schedule an appointment Provides trained advocates for Baltimore County and Baltimore City that offer emotional, medical, and legal support and information 24-hours a day. They are a local organization that provides free and confidential immediate and ongoing counseling and advocacy for anyone impacted by sexual violence, including friends and family of victims/survivors.

SARC: Phone (410) 836-8430
Provides trained advocates for Harford County that offer victims, potential victims, and survivors of domestic violence, sexual violence, child abuse and stalking. All of SARC’s services are offered in a confidential environment of trust and includes domestic violence program, sexual violence program, legal advocacy program, bed shelter, community outreach and education services and 24-hour helpline.

VASAP Phone: 240-777-4357
24-hr crisis line or 240-777-1355 weekdays Victim Assistance and Sexual Assault Program provides trained advocates for Montgomery County that offer victims information and referral, advocacy, crisis and ongoing counseling, support, and compensation services for victims of crimes committed in Montgomery Country or who live in Montgomery County. Assistance is also provided to the victims’ families and significant others.

Center for Abused Persons Phone: 301-645-3336
24-Hour Hotline or 301-645-8994 Is a private, non-profit agency providing the citizens of Charles County with crisis and on-going professional counseling; support services and emergency shelter for victims of domestic violence, sexual assault, and child abuse.

Baltimore County Police Phone: 911
Baltimore County Police define sexual violence crimes by Maryland law. Maryland law has different definitions of sexual violence than Towson University. Criminal cases in a court of law also use a beyond a reasonable doubt standard to determine if a law was broke.

Greater Baltimore Medical Center (GBMC) Phone: (443) 849-3323
Provides free SAFE exams (sexual assault forensic evidence) that collects and preserves DNA evidence after a sexual assault. The evidence could be used if criminal charges are pursued. SAFE exams are available 24 hours, every day of the year. The exams are conducted at 6701 N. Charles Street Towson, MD.

Mercy Medical Center Phone: (410) 332-9477
Provides free SAFE exams (sexual assault forensic evidence) that collects and preserves DNA evidence after a sexual assault. The evidence could be used if criminal charges are pursued. Located at 345 St. Paul Place, Baltimore, MD.

Maryland Legal Aid Phone: (410) 951-7777
Provides free civil legal assistance to low-income individuals throughout the state of Maryland. This includes residents of rural and urban settings, disabled persons, children, seniors, farm workers, and those at risk of losing housing, custody, health, and income maintenance.

The People's Law Library of Maryland
Research free and low-cost legal service providers in Maryland

Maryland Office of the Public Defender Phone: (410) 767-8460
Provides defense counsel to persons who cannot afford a private attorney

State and National Resources

Rape, Abuse and Incest National Network (RAINN) ***Phone: 1-800-656-4673***
Operates the National Sexual Assault Hotline. Carries out programs to prevent sexual violence and help victims.

National Domestic Violence Hotline Phone: 1-800-799-7233
Highly trained advocates are available 24/7 to talk confidentially with anyone experiencing domestic violence, seeking resources or information, or questioning unhealthy aspects of their relationship.

Maryland Coalition Against Sexual Assault (MCASA) Phone: 301-328-7023
The coalition focuses on public policy, education activities, community outreach and technical assistance and legal services.

Sexual Assault Legal Institute (SALI) Phone: 301-565-2277
A program of MCASA that provides direct legal services for victims and survivors of sexual violence.

National Coalition Against Domestic Violence
The coalition does not provide direct services but has a referral site for other resources covering a wide variety or needs.

National Sexual Violence Resource Center (NSVRC)

The NSVRC does not provide direct services to sexual assault victims but rather supports those who do, such as coalitions, rape crisis centers, national, state, and local agencies, and allied programs.

Stalking Prevention, Awareness, and Resource Center

Provides multiple services including training, technical assistance, website, and an information clearinghouse. The Stalking Resource Center provides direct assistance to build the capacity of criminal justice and victim services organizations to respond effectively to stalking.

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

Department of Justice
National Center for Victims of Crime
National Coalition Against Domestic Violence
Department of Education, Office for Civil Rights

Confidentiality

Victims may request that directory information on file with the university be withheld by contacting the Office of Registrar at 410-704-2701 or email at recordsandregistration@towson.edu. The university will protect the confidentiality of victims and other necessary parties and will complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20)); and will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the university to provide the accommodations or protective measures.

Regardless of whether a victim has opted-out of allowing the University to share "directory information," personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The standard of evidence that will be used during any institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking is the preponderance of evidence standard.

Possible sanctions for rape, acquaintance rape, domestic violence, dating violence, other forcible or non- forcible sex offenses, or stalking following an on-campus disciplinary proceeding include censure, social probation, termination of residence contract, or suspension or expulsion from the university.

The university has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking. These procedures include informing individuals about their right to file criminal charges as well as availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus. There are also remedies to prevent contact between a complainant and an accused party such as housing, academic, transportation and working accommodations, if reasonably available, regardless of whether or not the victim chooses to report the crime to campus police or local law enforcement.

9.5 Title IX Coordinator:

Towson University's Title IX Coordinator may be contacted by phone at: 410-704-0203 or by email at: **titleix@towson.edu** or by submitting an **on-line report**.

Towson University employees who suspect or know of an incident of sexual misconduct are required to offer resources to the victim. They must also report the incident to the Title IX Coordinator or a Deputy Title IX Coordinator. If the report is made directly to TUPD, that department will ensure the Title IX Coordinator is notified. The university's procedures are designed to provide prompt, fair, and impartial investigation by specially trained professionals committed to protecting the community from further harm.

For more information on the role of the Title IX Coordinator, or on reporting incidents of sexual misconduct against students, refer to: Gender Discrimination & Title IX

9.6 Procedures to Follow Should an Incident of Crime of Domestic Violence, Dating Violence, Sexual Assault and/or Stalking Occur

After the occurrence of an incident of sexual assault, dating violence or domestic violence, medical attention should be sought as soon as possible at GBMC Hospital located on 670 N. Charles St. Towson, MD 21204. In Maryland, evidence may be collected even if you chose not to make a report to law enforcement and you can have a "Jane or John Doe" exam conducted at the hospital. In Maryland, a "property-held" number is assigned to the evidence and is not connected to the patient's identity. This is the State of Maryland's policy developed to be compliant with the 2005 federal Violence Against Women Act Reauthorization under which U.S. states may not "require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursed for charges incurred on account of such an exam, or both" 42 U.S.C. § 3796gg-4(d). It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean

the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University adjudicators/investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Public Safety or other law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the University at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

Due to the sophisticated investigative resources required to properly investigate certain sex crimes, the TUPD has entered into an agreement with the Baltimore County Police Department to take primary investigative responsibility for investigating first and second-degree rapes and first and second-degree sex offenses. The TUPD will also assign an officer to facilitate internal university incident management and internal judicial affairs processes.

Maryland police departments offer individuals who report rape and sexual assault the opportunity to have SAFE exams (Sexual Assault Forensic Examination) regardless of if they want to initiate or cooperate with an investigation into the incident. GBMC (Greater Baltimore Medical Center) is the local health care facility that performs SAFE exams. Victims have SAFE exam options that are:

- SAFE exam with immediate police involvement;
- Medical examination only by an emergency department physician; and
- SAFE exam with a deferred reporting option (DRO) that will be explained by a Forensic Nurse Examiner.

9.7 Disciplinary Process - Domestic Violence, Dating Violence, Stalking, Sexual Assault

Proceeding: Means all activities related to a non-criminal resolution of a university disciplinary complaint. Including but not limited to, fact-finding investigations, formal or informal meetings, and hearings.

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

sanctions imposed by the institution. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C.1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA), the result must also include the rationale for the result and the sanctions.

University disciplinary proceedings will provide a prompt, fair, and impartial process in cases of alleged domestic violence, dating violence, sexual assault, and/or stalking from the initial investigation to the final result. The proceedings will be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Proceedings will be conducted by officials who do not have a conflict of interest or bias for or against the accuser or accused. The proceeding will be completed within reasonably prompt timeframes designated by the university's policy, including a process that allows for the extension of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. The process will be conducted in a manner that is consistent with the institution's policies and transparent to the accuser and accused. It will include timely notice of meetings at which the accuser or accused, or both, may be present and provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings.

The University's disciplinary process is consistent with the university's policy and will include a prompt, fair, and impartial investigation, and resolution process transparent to the accuser and the accused. The accuser and the accused are entitled to the same opportunities to have others present during a university disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Proceedings will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however, the institution may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. Both the accuser and the accused shall be simultaneously informed, in writing, of the any initial, interim, and final decision of any university disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking.

Types of Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking

Policy Statement Towson University

Towson University is committed to providing a working, learning, and living environment free from Sexual Misconduct, assault, harassment, or any form of discrimination based on sex, sexual orientation, or gender-related identity. Sexual Misconduct is a form of discrimination prohibited by state and federal laws (including Title IX of the Education Amendments of 1972 as amended ("Title IX"), the Campus Save Act, and Title VII of the Civil Rights Act of 1964 as amended), may constitute criminal activity, and is a form of Sex Discrimination in violation of the university's Non-Discrimination Policy (Policy No. 06-01.00 - Prohibiting Discrimination on the

Basis of Race, Color Religion, Age, National Origin, Sex and Disability). Sexual Misconduct is a broad term describing a range of behavior, including the Prohibited Conduct defined below (i.e., Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, Sexual Violence, Relationship Violence, Sexual Exploitation, Sexual Intimidation, Stalking, etc.). Sexual Misconduct is prohibited and will not be tolerated.

The university endeavors to foster a climate free from Sexual Misconduct through training, education, and prevention programs, as well as by following policies and procedures that promote prompt reporting. This also means the university works to investigate and resolve reports or complaints of Sexual Misconduct in a reasonably prompt timeframe. It will also take prompt action to effectively address and work to prevent Sexual Misconduct.

Retaliation against someone for participating in the university's procedures regarding Sexual Misconduct is prohibited. This includes any form of retaliation (e.g., intimidation, threats, harassment, and/or other adverse action taken or threatened) against any individual who (i) has been the victim or alleged perpetrator of Sexual Misconduct, (ii) reports or files a complaint alleging a violation of the Policy, and/or (iii) cooperates or participates in the Investigation of such allegations (including providing information, assisting, or testifying).

Members of the University Community found to have violated this Policy will be subject to disciplinary action in accordance with the university's Policies and Procedures. A violation of this Policy may constitute professional misconduct and/or moral turpitude under the Towson University Policy on Appointment, Rank and Tenure of Faculty, and/or gross misconduct and/or moral turpitude under Towson University's Policy on Separation for Regular Exempt Employees.

The Title IX Coordinator, who works in the University's Office of Inclusion & Institutional Equity ("OIIE"), administers this Policy and coordinates the University's efforts to carry out its responsibilities under Title IX. OIIE receives reports of Sexual Misconduct and conducts Investigations. No employee (other than law enforcement) is authorized to investigate or resolve 2 reports of Sexual Misconduct without the involvement of the Title IX Coordinator. Please report allegations of Sexual Misconduct or possible violations of this Policy to OIIE or Title IX Coordinator:

Anthony Davis
Title IX Coordinator and Civil Rights Investigator
Office of Inclusion & Institutional Equity
Towson University Administration Building, Room 214
8000 York Road
Towson, Maryland 21252
(410) 704-0203

1. **Reporting:** All persons are encouraged to report Sexual Misconduct promptly in order to maximize the University's ability to obtain evidence, identify potential witnesses, and conduct a thorough, prompt, and impartial Investigation. The University also accepts Anonymous Complaints. The University will promptly respond to reports of Sexual

Misconduct and take appropriate action consistent with this Policy and associated procedures. The university may extend the time frames set forth in this Policy and Procedure for good cause. Exceptions to these time frames may vary for a number of reasons, including, but not limited to, depending on the complexity of the 10 Investigation, volume of evidence, access to and/or responsiveness of relevant parties (including witnesses), the number of witnesses involved, and/or number of issues on appeal. Deciding whether to report and choosing how to proceed are personal decisions. When reporting an incident, a Reporting Party does not need to decide whether to request any particular course of action. Choosing to report and deciding how to proceed after making the report is a process that unfolds over time. The university makes every effort to respect a Reporting Party's input about how they would personally like to proceed. Resources are available to support an individual regardless of the course of action ultimately pursued.

The individual who has reported the experienced Sexual Misconduct, whether a university student, University employee, or third party has the right to choose whether or not to file a complaint resulting in a Title IX Investigation. Upon receiving a report of Sexual Misconduct, OIIE shall contact the relevant individual(s) to offer support resources, schedule an optional, in-person meeting in order to discuss Supportive Measures, and explain options regarding how to proceed. In situations where the university determines that a report raises a significant risk to public safety, the university may proceed with an Investigation even where the Reporting Party chooses not to proceed or participate in the Investigation. The University will communicate this decision to the Reporting Party.

2. **Jurisdiction:** The University has jurisdiction over Title IX complaints made in connection with University programs and activities. This Policy applies to all members of the university Community, including students, faculty, and staff. It also applies to university guests, contractors, and other third parties acting for or on behalf of the university. The University may amend this Policy from time to time. Further, the Title IX Coordinator with the approval of the General Counsel may from time to time make revisions and updates to this Policy to comply with applicable laws, regulations, governmental guidance, and any amendments thereto.

   The University has jurisdiction over Title IX Sexual Harassment complaints when it has actual knowledge of Sexual Harassment in an education program or activity against a person in the United States. This Policy applies to all of the University's education programs or activities, whether such programs or activities occur on-campus or off-campus. This Policy also applies to all members of the University Community, including students, faculty, and staff, and to University guests, contractors, and other third parties over which the University has substantial control.

   In addition to allegations of Sexual Harassment falling within Title IX jurisdiction, the University may also address allegations of Sexual Harassment and OSM (e.g., Sexual Coercion or Sexual Exploitation) under this Policy affecting its students or employees that take place outside an "educational program or activity," take place outside the United States, or otherwise fall outside Title IX jurisdiction, including, but not limited

to, providing supportive measures or pursuing disciplinary action for violating this Policy.

The University may amend this Policy from time to time. Further, the Title IX Coordinator with the approval of the General Counsel, may from time to time make revisions and updates to this Policy to comply with applicable laws, regulations and governmental guidance and any amendments thereto.

3. Notice and Next Steps: Once the University receives notice of an allegation of Sexual Misconduct, it will take prompt action, in accordance with its internal procedures (Non-Discrimination Procedures) to investigate or otherwise try to determine what occurred. This obligation applies to reports of Sexual Misconduct regardless of whether a parallel law enforcement Investigation or action is pending or whether a formal complaint is filed. The University strives to issue decisions regarding whether the reported conduct constitutes Sexual Misconduct within a reasonable period of time. The University should document circumstances which impact its ability to complete an investigation or issue a decision.

University action typically includes, as appropriate:
A. Outreach to the Reporting Party;
B. Initial review;
C. Intake meeting;
D. Interim Measures;
E. Notice to the Responding Party;
F. Investigation;
G. Hearing; and
H. Notice of finding to both parties (including the right to appeal).

4. A. **Timeliness**
The University does not impose an affirmative time limit by which individuals must report Sexual Misconduct or any related violation. However, if too much time has passed since the incident occurred, the delay may result in loss of relevant evidence and witness testimony, impairing the university's ability to respond and take appropriate action.

B. **Obligations of Responsible Employees**
A Responsible Employee should, within 48 hours after becoming aware of an allegation of Sexual Misconduct, make a report to OIIE. That office then takes action to address the situation consistent with this Policy (and associated procedures). Failure by a Responsible Employee to promptly report an incident of Sexual Misconduct brought to their attention may result in discipline consistent with the University's policies and procedures.

5. **Prompt Action:** Once the University knows (or reasonably should know) of possible Sexual Misconduct, it will take prompt action, consistent with this Policy, to conduct an Investigation. This obligation applies to Sexual Misconduct covered by this Policy

regardless of where the Sexual Misconduct allegedly occurred, whether a parallel law enforcement Investigation or action is pending, and whether a complaint is filed.

6. **Investigation Process:** The University investigates allegations of sex/gender-based harassment, discrimination, and/or Sexual Misconduct to determine whether the preponderance of the evidence indicates a Policy violation occurred. The preponderance of the evidence corresponds to an amount of evidence indicating a Policy violation is more than 50% likely. In such Investigations, legal terms like "guilt, "innocence" and "burdens of proof" are not applicable, but the University never assumes a Responding Party is in violation of University Policy. Investigations are conducted to take into account the totality of all evidence available, from all relevant sources.

7. **Student Sanctions**: Factors considered in sanctioning are defined in the Code of Student Conduct and other applicable Policies and Procedures. The University imposes sanctions consistent with the Code of Student Conduct.

   With respect to Student Responding Parties, the Director of OSCCE, in accordance with the provisions of the Code of Student Conduct, is responsible for imposing disciplinary action. Failure to comply with sanctions may result in further disciplinary action.

   Staff Sanctions: With respect to Staff Responding Parties, any disciplinary action or corrective measures will be imposed by the appropriate supervisor, in consultation with the Office of Human Resources, OIIE, and other relevant administrators, as needed. This may include the following:
   • Verbal reminders;
   • Mandatory training;
   • Written reminders;
   • Reassignment of duties;
   • Unit transfers; • Letter of reprimand;
   • Suspension without pay;
   • Suspension pending charges of removal; and/or 17
   • Termination.

   Staff may grieve discipline imposed as a result of a violation of this Policy in accordance with their respective grievance rights. See USM Policies VII08.00 (Policy on Grievances for Nonexempt and Exempt Staff Employees) and VII-08.05 (Policy on Grievances for Regular Exempt Employees).

   Faculty Sanctions: With respect to Faculty Responding Parties, disciplinary action or corrective measures will be imposed by the appropriate supervisors, in consultation with the Office of the Provost, OIIE, the Office of Human Resources and other relevant administrators, as needed. This may include the following:
   • Verbal reminders;
   • Mandatory training;
   • Reassignment of duties;
   • Written reminders;

• Letters of reprimand or censure;
• Suspension with or without pay; and/or
• Termination.

A violation of this Policy may constitute professional misconduct and/or moral turpitude under the TU Policy on Appointment, Rank and Tenure of Faculty (Policy 02-01.00). Faculty may grieve discipline imposed as a result of a violation of this Policy in accordance with their respective grievance rights under the Responsibilities and Procedures of the Faculty Grievance and Mediation Committee and the Faculty Hearing Committee (Policy 02- 04.00)

8. **Supportive Measures:** Upon receiving a report of Sexual Harassment or OSM, the Title IX Coordinator will promptly contact Reporting Party to discuss availability of supportive measures, consider Reporting Party's wishes with respect to supportive measures, and inform Reporting Party of the availability of supportive measures with or without the filing of a Formal Complaint. 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 University's educational environment, or deter Sexual Harassment and OSM. Supportive Measures provided to students may vary from those provided to employees, consistent with the University's policies and procedures, employment contracts, and bargaining agreements.

   Examples of Supportive Measures MAY include, but are not limited to:

   Assistance with access or referral to counseling and medical services;

   Rescheduling of exams and assignments;

   Providing alternative course completion options;

   Arranging for class incompletes, a leave of absence, or withdrawal;

   University-imposed leave or suspension;

   Imposition of a campus "No-Contact Order";

   Imposition of a campus "Denial of Access" issued by TUPD;

   Change in class schedule, including the ability to drop a course without penalty or to transfer sections;

   Change in work schedule or job assignment.

Upon an initial report of Sexual Harassment or OSM, OIIE shall, as appropriate, offer and implement reasonable Supportive Measures. Supportive Measures are offered on a case-by-case basis designed to support and meet the needs of the individuals involved relative to the specific allegations of Sexual Harassment or OSM in order to ensure their safety so that they may continue to access their education and/or workplace. Supportive Measures may be provided even if a Reporting Party does not ultimately file a Formal Complaint resulting in an Investigation.

Nothing precludes the University from removing a Responding Party from its education program or activity on an emergency basis, provided it undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal, and provides the Responding Party with notice and an opportunity to challenge the decision immediately following the removal. Nothing precludes the University from placing a non-student employee Responding Party on administrative leave during a grievance process.

University-Initiated Protective Measures

In addition to those protective measures previously described, the Title IX Coordinator or their designee will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include but are not limited to: a University order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by the Title IX Coordinator at 410-704-0203 or email titleix@towson.edu.

The University will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the university against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

There will be simultaneous notification in writing, to both the accuser and the accused, of the institution's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding.

The accused and the victim can appeal the results of the university disciplinary proceeding; of any change to the results that occurs prior to the time that such results become final; and when such results become final, as per the process outlined in the Code of Student Conduct.

Possible sanctions for rape, acquaintance rape, domestic violence, dating violence, other

forcible or non- forcible sex offenses, or stalking following an on-campus disciplinary proceeding include censure, social probation, termination of residence contract, or suspension or expulsion from the university. For more information, see The Towson University Student Code of Conduct.

Counselors with Towson University are not considered Campus Security Authorities, when acting in their professional counseling roles and therefore, are not required to report statistics concerning incidents of sexual assault. Contact the Counseling Center (410-704-2512) for more information

Please also refer to the Towson University and University System of Maryland policies that are located at the following links:

USM Bylaws, Policies and Procedures of the Board of Regents

and

https://Towson University Policies

A student or employee who reports to an institution of higher education that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, will be provided with a written explanation of the student or employee's rights and options, as described above.

A university, agent of a university, or an officer, or its employees may not retaliate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of this section.

Compliance with Department of Education 34 CFR 668.46 does not constitute a violation of section 444 of the General Education Provisions Act (*20 U.S.C. 1232g*), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

9.8 Protective Orders

Victims may also seek a peace order from the District Court in accordance with the provisions of Title 3, Subtitle 15 of the Courts and Judicial Proceedings Article of the Maryland Code, or a protective order or temporary protective order in accordance with Title 4, Subtitle 5 of the Family Law Article of the Maryland Code. District Court locations for incidents occurring in Baltimore County:

District Court of Maryland - Towson
120 E. Chesapeake Avenue
Towson, MD 21286-5307
410-512-2030 Phone
410-512-2033 Fax

District Court of Maryland - Essex
8914 Kelso Drive
Essex, MD 21221-3135
410-512-2328 Phone
410-512-2330 Fax

District Court of Maryland – Catonsville
1 Rolling Cross Road
Catonsville, MD 21228-5380
410-512-2533 Phone
410-512-2535 Fax

The Commissioner's Office is available 24 hours - 7 days a week

Any victim who obtains a peace order, protective order, temporary protective order, or similar order issued by a civil or criminal court should notify the University Police Department and provide a copy of the order so the Police Department may take steps to enforce the order on campus. Victims may also contact the Office of Student Conduct and Civility Education at (410) 704-2057 to discuss options about no contact orders facilitated through Towson University.

Reports of all domestic violence, dating violence, sexual assault, and stalking made to TUPD will automatically be referred to the Title IX Coordinator for investigation regardless of the complainant's decision to pursue or decline to file criminal charges.

10.00 REGISTERED SEX OFFENDER INFORMATION

Various statutes, including the federal Campus Sex Crimes Prevention Act, Section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921require higher education institutions issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders can be found. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in the state at which the person is employed, carries on a vocation, volunteers their services, or is a student. Maryland sexual offender registration information, including registrants employed or enrolled at Maryland higher education institutions can be found at:

Maryland's Comprehensive Registered Sex Offender Website

11.0 SUBSTANCE ABUSE

Towson University's complete policy on substance abuse for Faculty, Staff, and Students can be found at:

07-01.10 – Policy on Substance Abuse for Faculty, Staff and Students | Towson University

11.1 Alcohol Policies

Any person using alcoholic beverages while on the campus of Towson University shall be responsible to all civil and university authorities for compliance with state and county laws and the university Alcohol Policy. It is illegal in the state of Maryland for anyone under the age of 21 to purchase, possess, or consume alcohol or to falsify or misrepresent his or her age to obtain alcohol. It is also illegal in Baltimore County to possess alcohol in an open container in any public area that has not been specifically

designated as a location in which alcohol may be consumed.

11.2 Drug Policies

The use, possession, and/or sale of illegal drugs are violations of Towson University's Code of Conduct, the faculty contract, and the terms of employment of administrative, classified, and contingent staff.
Faculty, students, and employees who use, possess, or sell illegal drugs are subject to criminal or civil prosecution as applicable and administrative disciplinary actions that may include mandatory counseling, suspension, or dismissal.

11.3 Alcohol & Drug Policies On Campus Housing

In-campus housing, all Housing & Residence Life and Towson University policies related to alcohol and other drugs apply. Additionally, residents in on-campus housing are responsible for obeying federal, state, and local laws related to alcohol and other drugs.

1. *Residents under 21 are prohibited from:*
    1. Purchasing, possessing, using, or consuming alcoholic beverages.
    2. Possessing alcohol in rooms /apartments where all residents assigned are under 21. Residents under 21 assigned to rooms/apartments where roommates are over 21 are not required to leave the room if others are drinking but must not consume alcohol. There should be no more open containers than the number of individuals over 21 who are present.
    3. Possessing empty alcohol containers, alcohol paraphernalia, or decorative/hobby alcoholic beverage containers.
2. *Residents 21 or over are prohibited from:*
    1. Purchasing, serving, or selling alcohol to an individual who is under 21.
    2. Possessing more than one 12-pack of beer, or one bottle of wine, or one quart of liquor at a time.
3. *Regardless of age, residents are prohibited from:*
    1. Possessing open containers of any alcoholic beverage in a public place. In on-campus housing, public areas are anywhere outside of a student room or apartment.
    2. Public intoxication.
    3. Having common source containers or kegs. Such containers include, but are not limited to kegs, pony kegs, beer balls, handles, punch bowls, and other multi-quart containers of alcohol.
    4. Playing drinking games or possessing paraphernalia related to drinking games.
4. *Drugs*
    1. Residents and guests are prohibited from using, possessing, selling, distributing, or manufacturing illegal drugs, unauthorized controlled substances (including marijuana), or drug paraphernalia. Additionally, misuse of prescription drugs is prohibited.

2. All Students are prohibited from visiting rooms where illegal drugs or unauthorized controlled substances (including marijuana) are present or are being used.
3. The possession of cannabis for anyone under the age of 21 is a civil violation; however, possession of cannabis on campus is a Towson University policy violation.

5. Smoking

Towson University is a smoke-free campus. Smoking, including electronic cigarettes, is prohibited in all on-campus housing. Please see the TU Smoke-Free Policy for complete details. Water pipes, hookahs, and similar devices are prohibited.

11.4 Enforcement

The possession, use, sale or furnishing of alcohol and illicit drugs on the University campus is governed by the Towson University Policy on Substance Abuse for Faculty, Staff, and Students, the university's student Code of Conduct and state and federal laws (including State underage drinking laws). These state and federal laws are strictly enforced by the Towson University Police Department. Violators of these laws and/or university policies are subject to University disciplinary action, criminal or civil prosecution as applicable, fines and/or imprisonment.

11.5 Alcohol and Drug Counseling

Numerous drug and alcohol abuse prevention programs are presented each year through a cooperative effort of many university departments. Alcohol counseling and drug rehabilitation programs and referrals are available at the **University Counseling Center.**

11.6 Alcohol Education

Towson University has implemented a comprehensive prevention program to help our students make the safest, healthiest decisions possible. The university has adopted Alcohol Edu for College, a Web-based alcohol prevention program being used at more than 350 colleges and universities around the country. The program uses the latest prevention techniques and science-based research to educate students about the impact of alcohol on the mind and body whether or not the student drinks alcohol.

Every incoming first-year Towson University student will be asked to take Alcohol Edu for College and pass the course's final exam by a certain date and preferably before arriving on campus. Because it is available online, students need only a computer with Internet access and audio capabilities to take the course.

While Towson University is committed to making a difference with our students, we also understand that parents are the first line of defense against alcohol misuse and abuse. Additionally, the university also makes the course available for parents to review to help them when having a discussion with their son or daughter about alcohol. We are

confident that Alcohol Edu for College will help ensure our students' success at Towson University and in the future. More information on this program can be found at the link below:

University Counseling Center

12.0 CAMPUS FACILITIES ACCESS AND SECURITY

12.1 Access to Campus Facilities

Academic buildings are generally open from 7 AM to 10:30 PM, Monday through Friday. Certain academic buildings are also open for weekend classes and special activities. New building construction and major building renovations are carried out in keeping with set security standards in such areas as conventional locking hardware, electronic card access, closed circuit security camera coverage, etc. Members of the Towson University Police Department along with members of the Facilities Management Department are tasked with checking buildings on a regular basis and causing faulty locking equipment, lights in need of repair, shrubbery needing trimming or other conditions that may affect safety to be entered into the central work control system so repairs/modifications can be made expeditiously. Residence life staff also submit work requests for needed repairs.

Administrative & Academic buildings are locked either manually or electronically based on set schedules. Any approved after-hours access is accomplished by either signing out the necessary key or by submitting a request for temporary One Card electronic access privileges. To reduce the number of conventional keys in circulation, the university utilizes several smart key boxes strategically placed on campus so authorized users can use their One Card to access the needed key and return same when finished. The smart key box maintains and electronic history showing when and by who the key was removed and returned.

In student, housing, resident students have their One Cards programmed so they can access the elevators to access the exterior main entrance door as well as the elevator(s) to access the student room floors.

As stated elsewhere in this document, access to residence halls is screened by staff or private security any time a residence hall is occupied by students.

Maintenance of Campus Facilities

All campus facilities and grounds are maintained to enhance security. An annual lighting survey is conducted by members of Facilities Management, various student organizations, and the University Police to identify poorly lit areas and enhance security. Police officers on patrol who observe malfunctioning lights, failing locking mechanisms, etc., submit work orders so repairs can be made in a timely manner. The university initiated a new, ongoing series of high level, interdisciplinary building walk-throughs during calendar year 2014. These walk-

throughs help assess security and safety concerns and make recommendations for improvement. Some offices or rooms on campus are equipped with burglar and panic alarms as an additional measure of security.

12.2 Residence Life

The university is the size of a small city with over 5,000 on-campus residents. Residential facilities range from apartments to low-rise and high-rise residence hall style units. TUPD and Housing and Residence Life employees work closely to create safe and comfortable living and learning environments. Security in residential areas is supplemented by contract security guards from the hours of 11:00 PM to 6:30 AM each night.

1. Residence Halls are kept locked 24 hours each day. Entry is screened from 6:30 AM to 11:00 PM by student Community Center staff and by uniformed contractual security from 11:00 PM to 6:30 AM whenever occupied by students. Residents should only be present in the residence halls during authorized periods of occupancy while classes are in session. During specified residence hall closings, residents should vacate the halls as directed, unless they have a contract or license for housing that is open during breaks.
2. All individuals entering on-campus housing must provide proper identification. Towson University students must present a valid OneCard. All guests must be registered and be accompanied by their host at all times.
3. All individuals must enter and exit the residence halls through designated entry doorways. Entry or exit through windows, loading docks, or unauthorized areas is prohibited.
4. Residents are not permitted to give issued keys to any person. Duplication of keys is prohibited.
5. Residents and guests shall comply with all directives of Housing & Residence Life staff (including RA staff) acting in performance of their duties.
6. Residents and guests will accurately identify themselves at the request of Housing & Residence Life staff acting in performance of their duties.

Theft is the most common crime problem in residential areas. Residents should take reasonable and prudent precautions to safeguard their persons and property, be alert and cautious for suspicious persons and circumstances, and be aware of their surroundings and the presence of people they do not know. Residents should keep their bedroom and apartment doors locked to reduce the opportunity for being victimized. Students, faculty, and staff may register personal property online with the Towson University Police Department. Items such as computers, cell phones, laptops, iPads, bikes, and other valuables can be registered. For more information about, and to access the online personal property registration system, go to the link below:

Personal Property Registration

12.3 Solicitors

Door-to-door solicitation is prohibited at Towson University. Residents are encouraged to

report the presence of solicitors to residential life personnel and the TUPD.

12.4 Shuttle Bus Services

Towson University runs shuttle routes both on-campus and off-campus to serve campus visitors and the general campus community. Community members should plan to park their vehicle in a designated lot and use the shuttle to access other locations on campus. People with disabilities that prevent them from using regular shuttle buses contact the para-transit service. Follow these links for more shuttle and transportation information:

- **On-Campus Shuttle Bus Service**
- **Off-Campus Shuttle Bus Service**
- **Para-Transit**

12.5 Parking Facilities

There are 23 parking lots and 4 parking garages on campus. Parked cars can present opportunities for certain criminal activities, but drivers can do several things to significantly reduce the likelihood that their property will be victimized. Never leave a vehicle running, unlocked, keys in the ignition, or windows rolled down. Keep all valuables out of sight. Use security devices such as car alarms, steering wheel locks and devices such as fuel or electric cut-off switches. Drivers should have their vehicle keys in their hands when approaching their vehicles and look inside the vehicle before getting in. They should be aware of the locations of blue light emergency telephones in parking lots and structures. Each phone is directly connected to the university police.

12.6 Fire Safety

The fire safety program is administered by the Emergency Preparedness staff who are deputized State Fire Marshals. This program ensures that campus fire safety policies/procedures (evacuation plans, fire permits, fire prevention, impairment policy, fire watch procedures, decorations policy, etc.) and building's life safety systems (fire alarms/strobes/pull stations, extinguishers, suppression equipment, etc.) are maintained in compliance with all applicable state fire codes and university safety policies. This entails reviewing building renovation or new construction plans for compliance with fire codes and local ordinances; inspecting all campus facilities including fire extinguishers, fire pumps, standpipes, fire alarm and sprinkler systems; investigating fires and fire alarms; conducting fire exit drills every semester in all campus facilities; providing educational programs on fire safety, reporting evacuation and fire safety inspection results to Residence Life staff;

distributing written fire safety literature to the campus community; installing evacuation procedures on all dormitory room doors; issuing hot works and fire permits; coordinating all firework displays with the State Fire Marshal (SFM) and the Baltimore County Fire Department (BCFD), and identifying evacuation procedures for individuals with disabilities.

All Towson University residence facilities are equipped with sprinkler systems.

12.7 Video Monitoring

The University has an extensive and growing state of the art video monitoring and recording system that is used to deter and investigate crimes and other campus public safety and security related incidents.

While it is impossible and impractical to continually monitor each camera, our Police Communications Operators (PCOs) conduct "video patrols" of campus areas covered by the system when feasible. Police officers can also access the system from laptop computers mounted in police vehicles.

13.0 MISSING STUDENT NOTIFICATION POLICY

This section applies to students residing in any university or privatized/affiliated housing (collectively "housing").

- Students, employees, or other individuals should report that a student has been missing for 24 hours to the Towson University Police, or to the appropriate Residence Life staff member such as a Residence Life Coordinator or Resident Assistant. Any official missing student report must be referred to the Towson University Police.
- Each student in housing may identify a contact person to be notified within 24 hours of the determination by Towson University Police that the student is missing. Students may identify the contact person on the Housing and Residence Life student information card that is completed upon moving into their building.
- Contact information will be registered and maintained confidentially. It will be accessible only to authorized campus officials and law enforcement. This information may not be disclosed outside of a missing person investigation.
- If a student is under the age of 18 and not emancipated, the university must notify a custodial parent or guardian within 24 hours of the determination that the student is missing in addition to any contact person designated by the student
- The University will notify local law enforcement within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing..
- If a student who resides in an on-campus student housing facility is determined to have been missing for 24 hours, regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the university will inform the local law enforcement agency that has jurisdiction in the area that the student is missing within 24 hours.
- Regardless of the age of the missing student, the University will also notify their missing person contact.
- If the student is under the age of 18 and is not an emancipated individual, Office of Student Affairs will notify the student' parent of guardian and any other designated contact person within 24 hours.
- All students should share their finalized schedules with family, friends, and/or roommates as part of their personal safety plans.

14.0 EMERGENCY RESPONSE AND EVACUATION PROCEDURES

As a basic principle of emergency response on campus, all calls for ambulance and fire

emergency response will be made first to 911, and immediately thereafter to the Towson University Police Department at 410-704-4444. It is essential that the TUPD be contacted in addition to 911 so that university police officers are able to direct emergency responders to the location of the emergency. For emergencies other than fire and ambulance, contact the TUPD at 410-704-4444.

14.1 Emergency Operations Plan

Towson University's Emergency Operations Plan (EOP) governs the campus response to fires, explosions, floods, toxic material releases, civil disturbances, and other emergencies that occur on Towson University's campus. The plan also provides details about evacuation and emergency sheltering procedures. The plan is made available to the university's President's Council, the Emergency Preparedness Task Force, and all individuals involved in emergency response at the university. An abbreviated manager's version of the EOP is also provided to all deans, directors, and department heads.

14.2 Emergency Resource Guide

Towson University's Emergency Resources Guide is a quick-reference chart that includes instructions and contact information for responding to a variety of emergencies. Much of the information in the guide is adapted from the university's Emergency Operations Plan. The guide recommends procedures related to bomb threats, medical emergencies, suspicious letters and packages, fire and weather emergencies, elevator failures, evacuation procedures, general and hazardous material release, earthquakes, sheltering in place, and active shooter scenarios. Copies should be kept easily accessible in offices and other workplaces so they can be easily referenced to supplement good judgment and common sense.

Printed copies of the Emergency Resources Guide can be obtained by contacting the **Office of Public Safety.** An electronic version can be found at the link below:

Emergency Resources Guide

14.3 Evacuation Procedures

Evacuation emergencies include fires; hazmat and explosions when evacuations are directed by emergency personnel; natural gas leaks; unplanned utility outages; bomb threats and other situations when emergency personnel direct buildings to be evacuated. Evacuations can range from a single building to a portion of campus or the entire campus. In the event of an area-wide or campus-wide evacuation, the university police department will coordinate with local government authorities to ensure that evacuation directions do not conflict with those of the surrounding jurisdiction. In the event of a fire or other evacuation emergency on campus, all persons in affected areas must evacuate immediately. Notification of a fire or other evacuation emergency is provided by a building fire alarm signal that may be a strobe/horn. Initial emergency notifications may also be followed by e-mail, text message, voice communication (internal and external emergency speaker system), message board announcement, Net Notify (computer screen announcement) and/or phone communication such as voice mail if appropriate. Fire evacuation procedures are also posted in all campus residence hall rooms and

are available on the web.

General Evacuation Procedures

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify Towson University Police Department (410-704-4444) or dial 911.

1. Remain Calm
2. Do NOT use Elevators, Use the Stairs.
3. Assist the physically impaired. If he/she unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform [CPSA] or the responding Fire Dept. of the individual's location.
4. Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
5. Make sure all personnel are out of the building.
6. Do not re-enter the building.

Shelter-in-Place Procedures –What it Means to "Shelter-in-Place"
If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.
Basic "Shelter-in-Place" Guidance
If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belonging (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest University building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to "Shelter-in-Place"
A shelter-in-place notification may come from several sources, Housing Staff members, other University employees, Towson University Police, Local Police , or other authorities utilizing the University's emergency communications tools.

How to "Shelter–in-Place"
No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.

2. Locate a room to shelter inside. It should be:
   - -An interior room;
   - -Above ground level; and
   - -Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (University staff will turn off the ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (hall staff, faculty, or other staff) to call the list in to [TUPD] so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

14.4 Emergency Notification Methods

As stated elsewhere in this document, upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of student or employees occurring on the campus, Towson University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Emergencies and dangerous situations will be confirmed consistent with established university policy and TUPD directives before emergency notifications are made. TUPD officers are dispatched to calls for service for those areas of campus regularly patrolled by TUPD and are generally responsible for confirming emergencies on campus. Officers also perform routine preventive patrols. If an officer is dispatched to or comes upon a situation that is confirmed as an emergency situation, that information is conveyed via radio to the Police Communications Section. Both supervisors and command staff monitor radio communications. To ensure they are aware, TUPD's Police Communications Operators (PCOs) will inform the on-duty TUPD patrol supervisor about emergency situations that have been confirmed by TUPD or other responding personnel. PCOs are authorized by written TUPD directives and matrix to activate appropriate notification systems based on the nature of the emergency. The notification system also includes several pre-scripted messages that address foreseeable campus emergencies. Original messages can be inserted into notification systems when appropriate pre-worded messages do not exist. Original content messages may be authorized and developed by the TUPD on- duty patrol supervisor, an on-duty commander, or the on-call commander. TUPD patrol supervisors are also authorized to add to or modify notifications based on the immediate circumstances of the event. Based on the nature of the emergency and the geographic area(s) impacted, the police supervisor or commander may decide to tailor the scope of the notification process. For example, an emergency contained within a single building may result in notifications only being made to the interior of that building. Conversely, an emergency that affects multiple buildings or the entire campus would result in much broader distribution of the notification(s).

As the situation unfolds and the emergency condition is mitigated or eliminated, appropriately timed follow up messages will be sent to update community members so they can adjust their response until the situation warrants an "all clear" communication.

The campus Media Relations Manager is notified in certain emergencies to inform the larger community by the electronic media and to update the university's web site with content specific to the emergency.

If there is an immediate threat to the health or safety of students or employees occurring on campus, Towson University must follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

What follows is a description of various emergency notification systems and processes that are in place.

- **Emergency Text Messaging System:** Towson University has a state-of-the-art emergency notification system for its community that is capable of sending messages quickly and simultaneously to all registered text-message capable cell phones, smart phones and other personal communication devices. Users may register two e-mail addresses and two devices on their personal accounts. Wireless service agreements may authorize users being charged nominal fees for receiving the text messages. Instructions for the campus emergency notification system are found at:
  Emergency Communications

- **External Siren and Speaker System:** The campus is equipped with six external sirens / speakers that can be used (either all six simultaneously or selectively one at a time or some combination depending on the area to be covered) to alert the campus community of an existing or pending crisis. In addition to the siren alert, the system is equipped with several pre-recorded messages tailored to specific types of emergencies. The system also allows for live real-time announcements via the public address capability.

- **Desktop Messaging System:** The TUPD has the ability to display messages on the screens of most university-owned computers. The message appears in front of other open windows on all OTS managed university computers.
- **All-Campus E-Mail Message:** An all-campus e-mail will provide information regarding present or imminent threats or dangers and inform the campus of appropriate steps to take to maintain safety.
- **Campus Telephone Notification System:** Callers who dial 410-704-NEWS and our main campus telephone number (410-704-2000) will be alerted to events by a voicemail message.
- **Web Site and Media Alerts:** A message will appear on the Towson University homepage and emergency webpage. Local television, radio, and print media will be alerted as needed dependent on the circumstances of the situation at hand.
- **Police Announcements:** If necessary, police announcements could be made via

in-car public address systems as the police patrol campus in vehicles.

- **Residence Hall Announcements:** All of the residence halls are equipped with a public-address system that enables building-wide and room-specific communications.
- **Voice Over Internet Phone (VOIP) System**: Campus VOIP phones are equipped with a speaker which when activated, can broadcast emergency messages over all phones in select buildings or all buildings on campus.
- **Digital Signage**: Many building lobbies and common areas are equipped with large screen monitors where emergency messages may be displayed. Use of Digital Sign messaging is incorporated into the university's notification matrix.

* The voice component of the fire speaker system will be replaced with an upgraded system, scheduled for implementation in late 2024.

14.5 Training and Testing

TU conducts emergency policy and procedure training and testing, some of the exercises and drills are announced and some are unannounced, through:

- Fire drills – Fire drills are unannounced and are conducted at least annually in every building on campus. Drills are conducted by the Environmental Health & Safety Department in conjunction with the Police Department and the Facilities Management Department. Assessments are made of the performance of the fire alarm system, emergency life safety lighting, operation of fire doors, and finally the performance of the occupants of the building. Any concerns or problems are noted and addressed.

  - The publication of information pertaining to emergency procedures in the campus' electronic newsletter titled TU Today and other campus publications
  - The campus safety video and emergency preparedness videos that are linked the Office of Public Safety's web site: **Emergency Preparedness Videos**
  - Annual fire safety training for Housing & Residence Life Staff
  - Mandatory State Fire Marshall crowd management training for campus event managers
  - Fire drills are conducted in residence halls in the first weeks of the Fall and Spring Semesters. They are also conducted in the residence halls during the summer months when there are contracted summer camps and other programs with guests staying overnight in the residence halls. During fire drills, occupants must exit the building and proceed to designated assembly areas.
  - Testing of the external voice communication systems- The external siren and public address system is tested monthly with staff strategically located around the campus exterior to evaluate the audibility and clarity of the siren and voice message.
  - **External Alert System Drills / System Tests.** TUPD police communication officers use these monthly drills to refine their skills in the use of the system. This is live systems test of all the external alert system siren arrays. The university community and surrounding neighborhoods hear an alert tone through the arrays, followed by voice communication messages advising that this is a test of the system. Prior notification of the university community and surrounding areas is made through Towson University's Marketing and Communications Division on various social media platforms, TU web announcement and email.

Emergency Drills and Exercises

Documentation for Emergency Drills and Exercises is maintained by the Department of Environmental Health and Safety (EHS) and is available for review upon request. Documentation includes a description of the exercise or drill, date, and time accomplished, names of attendees (as applicable), and whether it was announced or unannounced.

Emergency tests and drills are conducted at least each semester and sometimes more frequently in accordance with applicable codes. Policies and procedures are reviewed and updated annually.

Police Communications Operators are regularly required to demonstrate their proficiency on activating the emergency notification systems.

The campus publicizes a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act.

15.0 Annual Fire Safety Report

The information compiled in this section includes safety practices, standards, and all fire-related on- campus statistics required by the Clery Act.

15.1 Fire Log

The university's fire log lists the dates, times, general locations, and nature of all fires that occurred in on-campus student housing facilities.

Towson University's fire log for at least the most recent 60 day period is open to public inspection during normal business hours at the Environmental Health and Safety office that is located at the Public Safety Building, 290 West Towsontown Boulevard, Towson, Maryland 21252. Any portion of the log that is older than 60 days and is not immediately available will be

made available no later than two business days of a request for public inspection. Fire logs are kept for three years following the publication of the last annual report to which it applies. The Fire Log is also available on-line and can be accessed via this link: Fire Log

Campus Fire Log 2023						
Year	Building	Date/Time	Cause	Injuries	Deaths	Property Damage
2021	Marshall Hall 445 Towson Way	04/30/2021 11:17 p.m.	Burnt Food	0	0	0
2021	Aspen Heights 101 York Road	05/01/2021 1:50 p.m.	Burnt Food/Oil	0	0	0
2022	Barnes Hall 445 Towson Way	11/23/22 9:35 p.m.	Trash Fire/Unattended Candle	0	0	$83,090.85
2023	West Village 424 Emerson	05/06/23 2002	Electrical Fire	0	0	$200.00
2023	Scarborough Hall 8000 York Road	10/19/22 7:56 p.m.	Trash Can Fire	0	0	$500.00
2023	Glen Woods	11/01/23 8:43 p.m.	Grass Fire	0	0	0

* As of June 1, 2021 Aspen Heights is no longer under contract with Towson University.

If you spot smoke or fire, pull the alarm, evacuate the building, and from a safe location outside of the building **dial 911**. At the emergency blue-light phones located around campus, press the emergency button to be connected to the University Police who can contact 911 for you, or dial 911 on the key pad to be connected directly to the 911 Center. Give the dispatcher all of the requested information.

All fires, even if extinguished, must be reported to the TUPD at x4-4444. In the event of an actual fire, TUPD will ensure the Director of Environmental Health & Safety is notified of the fact that a fire occurred in one of the residence halls.
All fire alarms, even if suspected of being false or accidental, must be reported to 911.

15.2 On-Campus Student Housing Fire Safety Systems

Each on-campus student housing facility is inspected at least semi-annually and has:

- Complete automatic sprinkler system
- Fully addressable fire alarm system monitored by the Towson University Police Department (TUPD)
- Smoke alarm in each sleeping area.
- Fire rated egress corridors and stairwells
- Speaker in each room that is connected to the Mass Emergency Voice Communication System, which will receive emergency messages.
- The following table reflects fire suppression systems in each residence facility:

FIRE SAFETY SYSTEMS IN RESIDENTIAL FACILITIES								
Facility	Fire Alarm Monitoring Done On-Site (by TUPD)	Manufacture Company of Fire Alarm System	Partial *1 Sprinkler System	Full *2 Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (Fire) Drills Each Calendar Year
Glen Complex (A Building) 162 Cross Campus Drive	√	NOTIFIER		√	√	√	√	2
Barton House 420 Towson Way	√	NOTIFIER		√	√	√	√	2
Glen Complex (B Building) 160 Cross Campus Drive	√	NOTIFIER		√	√	√	√	2
Carroll House 440 Towson Way	√	NOTIFIER		√	√	√	√	2
Glen Complex (C Building) 156 Cross Campus Drive	√	NOTIFIER		√	√	√	√	2
Frederick Douglass House 430 Towson Way	√	NOTIFIER		√	√	√	√	2
Glen Complex (D Building) 154 Cross Campus Drive	√	NOTIFIER		√	√	√	√	2
Thurgood Marshall Hall 445 Towson Way	√	NOTIFIER		√	√	√	√	2
Millennium Hall 404 Emerson Drive	√	NOTIFIER		√	√	√	√	2
Newell Hall 7904 Stephens Ave	√	NOTIFIER		√	√	√	√	2
William Paca House 415 Towson Way	√	NOTIFIER		√	√	√	√	2
Prettyman Hall 102 Newell Ave	√	NOTIFIER		√	√	√	√	2
Residence Tower 238 University Ave	√	NOTIFIER		√	√	√	√	2
Richmond Hall 7902 Stephens Hall	√	NOTIFIER		√	√	√	√	2
Scarborough Hall 100 Newell Ave	√	NOTIFIER		√	√	√	√	2
Harriet Tubman House 435 Towson Way	√	NOTIFIER		√	√	√	√	2
Towson Run Apartments 435 Towson Way	√	NOTIFIER		√	√	√	√	2
Residence at 10 West 10 W. Burke Ave	√	NOTIFIER		√	√	√	√	2
University Village, 408 Campus View Dr., Buildings 1, 2, 3, 4 & 5 *	no	SUMMIT		√	√	√	√	0

* University Village (408 Campus View Drive) management team controls all aspects of the buildings and did not conduct any fire drills in off campus resident buildings #1, 2, 3, 4 & 5. As of August 1, 2024, The University is only utilizing Building 5 and part of Building 2.

15.3 Fire Drills

Fire drills are conducted and evaluated each semester in each on-campus residence hall and university facility by EHS employees, (assisted by TUPD and Facilities Management employees) who are also Special Assistant State Fire Marshalls. During fire drills building occupants are expected to follow the evacuation procedures as outlined in section 15.5 of this report.

In 2016 each residence hall and university building had two fire drills conducted while occupied, one each in the fall and spring semesters.

15.4 Hazardous Practices Prohibited

Residents should recognize violating any fire safety policy could result in immediate termination of the housing contract or license.

- Smoking, Towson University is a smoke-free campus.
- Space heaters, except as approved by EHS on a case-by-case basis.
- Possessing fireworks.
- Touchier halogen lamps or halogen bulbs.
- Hover boards and their charging devices are prohibited in on-campus residence halls.
- *Candles, incense, and open flames*: The possession of candles and incense is not permitted in on-campus housing. The use of objects with open flames is prohibited.
- *Doors:* Tampering with doors or preventing the door from latching is prohibited. Propping open exterior, quad, bathroom, stairwell, corridor, or other public doors is prohibited.
- *Fire alarms*: All students and guests should immediately vacate the building when a fire alarm sounds and report to a designated congregation area. People are not permitted to reenter the building until instructed to do so by an appropriate official.
- *Obstructions*: No items inside a student room, quad, apartment, or common space shall obstruct the doorway or impede entering or exiting the room. A clear view from the doorway into the room, quad, apartment, or common space is required. No items are permitted to block clear view into or out of a room, quad, apartment, or common space.
- *Items on fire equipment and sprinkler system*: No items may be hung, adhered, or affixed to any fire equipment or ceiling, including sprinkler systems.
- *Wires*: Uncovered wires shall not be placed in an area where a person could step on them. Wires are not permitted to be taped to the floor or carpet. Wires in foot traffic areas must be in a cord cover that is Underwriters Laboratory (UL) approved. Any damaged wires must be discarded.
- Tampering or interfering with fire equipment, causing false alarms, or interfering with firefighters is prohibited. Inappropriate use or removal of fire extinguishers, sprinkler systems, smoke detectors, exit signs, call boxes, or room alarms is also prohibited.
- To help ensure safe evacuation, the following occupancy levels represent the maximum number of individuals allowed in a given space at any time (including the residents):
    - Single Rooms: 4
    - 2-Capacity/Fall Triple Rooms*: 8
    - 3-Capacity Rooms: 10
    - 4-Capacity Rooms: 12
    - 1- Bedroom Apartments: 12

- 2- Bedroom Apartments: 16
- 4- Bedroom Apartments: 24

- Room decorations specifications:
  - Fresh-cut trees and dried vegetation is prohibited.
  - All decorations must be at least three feet away from a heat source.
  - Electrical light sets must be UL or FM labeled and identified for indoor use. No more than three strings of lights can be connected together. Light sets must be turned off whenever the room or apartment is unattended.
- All on-campus housing rooms are furnished as deemed appropriate by Housing & Residence Life. No provided furniture can be removed from the student room or apartment.
- Mattresses are to be used on the bed frames provided and not on the floor. All beds, except bunk beds, must remain on the floor and may not be elevated in any manner. Waterbeds, other beds, or any other large pieces of furniture (i.e., wardrobes, dressers, etc.) may not be brought into the residence halls. Furniture is to remain upright and be used as designed and is not to be disassembled in any manner. Furniture may not be stacked.
- Furniture in public areas and quads cannot be removed or moved into a student room. Missing furniture may result in student conduct action and/or damage billing.
- Individual air conditioning units are prohibited.
- The only electrical cooking appliance that is allowed in student rooms is the university provided Micro Fridge and single cup coffee makers (e.g., Keurig). Other refrigerators, freezers, or microwaves are prohibited. The possession of other electrical cooking appliances is prohibited in student rooms. Small cooking appliances are permitted in apartments.
- In residence hall and on-campus housing apartment kitchens, residents may store and use only Underwriter Laboratory (UL) or Factory Mutual (FM) approved appliances with an enclosed heating element. Heating or cooking devices that utilize flammable liquids or flammable compressed gases are prohibited.
- Extension cords are prohibited. All electrical appliances must either be plugged directly into the wall outlet or plugged into an Underwriter Laboratory (UL) or Factory Mutual (FM) listed power strip that contains a circuit breaker or a replaceable fuse. Electrical items with frayed electrical cords or damaged plugs should be either repaired or discarded. Electrical cords should never be run under mattresses, rugs, carpeting, or other potentially combustible materials (see Fire Safety).
- The misuse of or failure to properly attend to any electrical appliance (e.g., iron, hair dryer, etc.) is prohibited.

15.5 Student Housing Evacuation Procedures

Residential facilities must be evacuated any time the fire alarm sounds, this includes students, residence hall employees and guests.

- Occupants should:
  - Use the nearest exit or another exit if the nearest is blocked by smoke or fire. Go back to your room if all exits are blocked. Do not use the elevators.
  - Feel the doorknob and upper door with the back of your hand before opening

any door. Do not open the door if it is hot or even warm to the touch. Brace yourself against the door and open it slightly if the doorknob or door are cool to the touch. You should close the door and stay in your room if fire, heat, or smoke is present on the other side of the door.

- Keep low to the floor where the air is fresher if you encounter smoke in a room or corridor. Try to wet a cloth and hold it to your mouth and nose to filter some of the smoke.
- Close doors behind you as you leave if possible.
- Exit the building and go to the exterior assembly area. You may be guided to an indoor assembly area in a different building, if there is inclement weather or if the evacuation may last more than 30 minutes.
- If you cannot leave a room and it is possible, attempt to open windows from the top and bottom to let heat out and fresh air in. Hang a bed sheet or piece of clothing out of the window to attract attention. Wave a flashlight at night. Dial 911 to report your location.
- Follow all staff and emergency personnel's instructions.
- Do not re-enter buildings for any reason until fire or police officials say it is safe to do so.
- Render reasonable assistance to disabled persons. Gather at pre-designated assembly areas.
- Take roll and report missing or unaccounted for individuals to emergency responders.
- Residents with ***temporary or permanent mobility disabilities*** are responsible for informing Housing and Residence Life staff of this fact. Your name, room number, and nature of disability will be placed on a list that will be given to the fire department in an emergency. Follow the previously described procedures for students who cannot leave their rooms. Residents and staff may help you to evacuate only if this does not place them in danger.
- EHS asks that you assist occupants with disabilities to evacuate and to ensure that they are aware of the alarm if these actions do not place you in personal danger. (See Evacuation Procedures – Disabled Persons.)

o FIRE EVACUATION PROCEDURES –DISABLED INDIVIDUALS

Persons who are either temporarily or permanently disabled to the extent their mobility is impaired are individually responsible for informing their supervisors and Environmental Health and Safety (410-704-2949) of their names, building names and room numbers, and nature of disabilities. This information will be placed on a list and given to the Baltimore County Fire Department during emergencies.

The rescue of disabled persons who are unable to evacuate themselves will be an initial priority for responding fire units. Students, faculty & staff may assist evacuating disabled persons only if this places them in no personal danger. Never use elevators.

Always ask someone with a disability how you can help before attempting any rescue technique or giving assistance. Ask the individual how to best assist and whether there are any special considerations or items that need to come with the person.

Mobility impaired persons in wheelchairs on non-ground level floors should proceed to nearest enclosed stairwells and wait for the Baltimore County Fire Department to arrive. Someone should stay with the disabled person if it does not place them in additional danger and someone should meet responding fire fighters to report the location of disabled persons.

Follow the instructions for being trapped if you cannot get to an enclosed stairwell. Visually impaired persons should have a sighted assistant to guide them to safety. Individually inform hearing-impaired persons of the emergency. Do not assume they know what is happening by watching others.

Procedures Students and Employees Should Follow In Case of a Fire

- If you hear the fire alarm immediately evacuate the building using the nearest available exit. **Do not attempt to fight a fire unless you have been trained to do so.**
- Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside.
- When leaving your room or office, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.
- Resident life staff members who are present on their floors should facilitate the evacuation of their floor/section if possible. Supervisors who are present should facilitate the evacuation of their office areas. When the alarm sounds shout (Example: there is an emergency in the building leave by the nearest exit) and knock on doors as they make their way to the nearest exit and out the building.
- When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.
- DO NOT USE ELEVATORS. Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Elevators have features that recall and deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time.
- Each resident/employee should report to their assigned assembly area. Resident life staff should report to their assigned assembly area and make sure that students have cleared the building. Conduct a head count and do not allow re-entry into the building until directed to do so by emergency personnel.

15.6 Fire Safety Education Policies & Training Programs for Students & Employees

Environmental Health and Safety provides these policies and training programs:

Policies:

- Employee Safety Programs-Fire Safety Procedures & Office Fire Prevention
- Fire Emergency Policy
- Fire Watch Policy & Procedures
- Residence Hall Emergency Evacuation Procedures
- Decorations Policy
- Non-Residential Building Fire Evacuation Procedures
- Impairment Policy for Fire Protection Systems
- Housing and Resident Life Policies and Procedures
- Smoking Policy

Training Programs:

- Resident Assistant/Resident Staff Fire Safety Training
- State Fire Marshall Crowd Control Certification Training Video
- Semi-Annual Fire Drills
- RA Floor Fire Safety Training
- Campus Safety Video

Other Fire Safety Resources:

- National Safety Council's Dorm Safety 101
- U Fire on Campus Brochure
- "In Case Of Fire" Evacuation Procedures (posted on all bedroom doors)

15.7 EHS website: Environmental Health & Safety

15.8 Fire Reporting

University policies require that all fires must be reported immediately to the Baltimore County 911 Center and the TUPD. Call 911 from any on-campus, off-campus, or cell phone. Press the emergency button on any emergency blue-light located around campus to be connected directly to the TUPD who will connect you with 911. Call 410-704-4444 to be connected to the TUPD from any off-campus or non-campus phone. The on-campus phone extension for TUPD is 4-4444.

15.9 Future Fire Safety Improvements

The university has been using a systematic process of annually planning and budgeting for fire protection system upgrades for over 30 years. EHS regularly evaluates the fire protection systems in residential facilities. Upgrades occur through replacements or during building renovations. Campus alarm systems were recently upgraded to include the ability to play automated variable message announcements. Ongoing improvement plans include:

- Placing fire stop material in all places where walls have been penetrated by pipes, wiring, etc.

- Placing electronic door holders on all fire doors to prevent fire doors from being blocked open.

Towson University Fire Statistics 2023						
Residential Facilities	**# of Fires**	**Date & Time**	**Cause**	**Injuries**	**Deaths**	**Value of Property Damage**
10 West, 10 West Burke Ave	0					
Barnes Hall, 440 Towson Way	0					
Clara Barton House, 420 Towson Way	0					
Fredrick Douglas House, 430 Towson Way	0					
Glen Tower (A Building), 162 Cross Campus Dr.	0					
Glen Tower (B Building), 160 Cross Campus Dr.	0					
Glen Tower (C Building), 156 Cross Campus Dr.	0					
Glen Tower (D Building), 154 Cross Campus Dr.	0					
Harriet Tubman House, 425 Towson Way	0					
Millennium Hall, 404 Emerson Drive	0					
Newel Hall, 7904 Stephens Ave	0					
Prettyman Hall, 102 Newell Ave	0					
Residence Tower, 238 University Ave	0					
Richmond Hall, 7902 Stephens Hall	0					
Scarborough Hall, 100 Newell Ave	1	10/19/23 @ 7:57pm	Trash Can Fire	0	0	$500.00
Thurgood Marshal Hall, 445 Towson Way	0					
Towson Run Apts., 435 Towson Way	0					
Harris Hall, 415 Towson Way	0					
Aspen Heights, 101 York Road	0					
University Village, 408 Campus View Dr., Buildings 1,2,3,4&5	0					

* As of June 1, 2021 Aspen Heights is no longer under contract with Towson University.
* As of August 1, 2024, The University is only utilizing Building 5 and part of Building 2 at University Village Apts.

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Towson University Fire Statistics 2022						
Residential Facilities	**# of Fires**	**Date & Time**	**Cause**	**Injuries**	**Deaths**	**Value of Property Damage**
10 West, 10 West Burke Ave	0					
Barnes Hall, 440 Towson Way	1	11/23/22 @9:35 p.m.	Trash Fire/Unattended Candle	0	0	$83,090.85
Clara Barton House, 420 Towson Way	0					
Fredrick Douglas House, 430 Towson Way	0					
Glen Tower (A Building), 162 Cross Campus Dr.	0					
Glen Tower (B Building), 160 Cross Campus Dr.	0					
Glen Tower (C Building), 156 Cross Campus Dr.	0					
Glen Tower (D Building), 154 Cross Campus Dr.	0					
Harriet Tubman House, 425 Towson Way	0					
Millennium Hall, 404 Emerson Drive	0					
Newel Hall, 7904 Stephens Ave	0					
Prettyman Hall, 102 Newell Ave	0					
Residence Tower, 238 University Ave	0					
Richmond Hall, 7902 Stephens Hall	0					
Scarborough Hall, 100 Newell Ave	0					
Thurgood Marshal Hall, 445 Towson Way	0					
Towson Run Apts., 435 Towson Way	0					
Harris Hall, 415 Towson Way	0					
Aspen Heights, 101 York Road	0					
University Village, 408 Campus View Dr., Buildings 1,2,3,4&5	0					

* As of June 1, 2021 Aspen Heights is no longer under contract with Towson University.

* As of August 1, 2024, The University is only utilizing Building 5 and part of Building 2 at University Village Apts.

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Towson University Fire Statistics 2021						
Residential Facilities	**# of Fires**	**Date & Time**	**Cause**	**Injuries**	**Deaths**	**Value of Property Damage**
10 West, 10 West Burke Ave	0					
Barnes Hall , 440 Towson Way	0					
Clara Barton House, 420 Towson Way	0					
Fredrick Douglas House, 430 Towson Way	0					
Glen Tower (A Building), 162 Cross Campus Dr.	0					
Glen Tower (B Building), 160 Cross Campus Dr.	0					
Glen Tower (C Building), 156 Cross Campus Dr.	0					
Glen Tower (D Building), 154 Cross Campus Dr.	0					
Harriet Tubman House, 425 Towson Way	0					
Millennium Hall, 404 Emerson Drive	0					
Newel Hall, 7904 Stephens Ave	0					
Prettyman Hall, 102 Newell Ave	0					
Residence Tower, 238 University Ave	0					
Richmond Hall, 7902 Stephens Hall	0					
Scarborough Hall, 100 Newell Ave	0					
Thurgood Marshal Hall, 445 Towson Way	1	04/30/2021 @ 11:17 p.m.	Burnt Food	0	0	$0.00
Towson Run Apts., 435 Towson Way	0					
Harris Hall, 415 Towson Way	0					
Aspen Heights, 101 York Road	1	05/01/2021 @ 1:50 p.m.	Burnt Food/Oil	0	0	$0.00
University Village, 408 Campus View Dr., Buildings 1,2,3,4&5	0					

* As of June 1, 2021 Aspen Heights is no longer under contract with Towson University.

* As of August 1, 2024, The University is only utilizing Building 5 and part of Building 2 at University Village Apts.

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16.00 ILLEGAL WEAPONS

Towson University's weapons policy, **06-01.11 – Weapons Prohibited**, prohibits or regulates the possession or control of weapons on university property. Follow this link to the university's policy: 06-01.11 – Weapons Prohibited

17.0 CRIME STATISTICS

The TUPD reports crime statistics to State and Federal authorities. ***Clery Act*** statistics are submitted to the US Department of Education. Uniform Crime Report (UCR) crime statistics are reported through the Maryland State Police, Criminal Justice Information System (CJIS) to the Federal Bureau of Investigation (FBI).

There are significant similarities and differences in the two crime reporting systems. Crime definitions are the same between the UCR and Clery Act systems. However, the Clery Act requires that certain student disciplinary referrals and incident data from Campus Security Authorities be reported.

On occasion, TUPD will receive a complaint that is determined through investigation to be false or baseless. In other words, no crime occurred. The TUPD utilizes UCR's definition of UNFOUNDED when determining that a reported crime did not occur and therefore, should not be counted in our reported crime statistics. If investigation reveals that no crime occurred, nor was attempted, the incident will be categorized as UNFOUNDED. An example of an "unfounded" incident would be:

An hour after visiting the bookstore in the University Union, a student discovers that his wallet is missing and he reports to TUPD that his wallet was stolen. The wallet is later recovered in the University Union's lost and found department with all contents inside. The police conclude that the student had dropped his wallet.

This report contains ***Clery Act*** crime statistics for 2015, 2016, and 2017. These statistics have been compiled from data collected by the Towson University Police Department, the Baltimore County Police Department, TU Campus Security Authorities, and other police departments from other states and/or countries as appropriate.

17.1 Reporting Locations

The Clery Act requires that statistics be reported according to where reportable incidents occurred. These locations are:

- **On-Campus:** 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 any building or property that is within or reasonably contiguous to campus 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.
- **Residence Halls** for students on campus are a subset of the on-campus category. Institutions must disclose the total number of on-campus crimes, including those in dorms or other residential facilities for students on campus, and must also make a separate disclosure limited to the number of crimes occurring in student dorms or

residential facilities on campus.

- **Non-Campus Property:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or 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.
    - There are also other situations that could require reporting of Clery crimes under the category of Non-Campus Geography such as:
        - Repeated use of a location for school sponsored trips.
        - A short "stay away" trip.
        - Study abroad programs if space used is "owned or controlled" by the university during the period covered by the study abroad agreement.

- **Public property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or ***immediately adjacent*** to and accessible from the campus. Under the Clery Act, the public property category consists solely of two limited areas. The first is public property within the campus. The second area is public property that immediately borders and is accessible from the campus. In many cases this property consists of the public sidewalk that borders the campus, the public street along the sidewalk and the public sidewalk on the other side of the street (i.e., sidewalk, street, sidewalk). Only the portions of the sidewalk, street and sidewalk that are adjacent to campus are included in the public property crime statistics. Towson University is located within the Sixth Precinct of the Baltimore County Police Department (Precinct 6—Towson - Baltimore County (baltimorecountymd.gov) TUPD reports public property crimes reported in Baltimore County Police reporting areas: 060301, 060570, 060580, 060590, 060591and 060901. Only those crimes reported in these areas that meet the Clery Act definition of ***public property*** are included in the yearly Clery Report. Public property roadways include:

- Towsontown Blvd. from Burke Avenue to Charles Street
- Burke Avenue from York Rd. to Towsontown Blvd.
- York Road from Burke Avenue to 7720 York Road.
- York Road in front of 7400 York Road
- Cross Campus Drive
- Osler Drive
- Washington Ave. in front of 401 Washington Ave. to Chesapeake Ave.
- Washington Ave. in front of 307 Washington Ave. to Chesapeake Ave.
- Allegheny Ave. in front of 28 Allegheny Ave
- Washington Ave. in front of 28 Allegheny Ave.
- W. Joppa Rd. in front of 28 Allegheny Ave.
- University Village in front of 408 Campus View Drive.

17.2 Preparing the annual disclosure of crime statistics

- The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the University community obtained from the following sources: the Towson University Police Department, the Baltimore County Police Department, and Campus Security Authorities. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for

statistical information is made on an annual basis to all Campus Security Authorities (as defined by federal law) and to all University Deans, Directors, and Department Heads.

- All of the statistics are gathered, compiled, and reported to the University community via this report, which is published by the Office of Public Safety. The Towson University Police Department submits the annual crime statistics published in this brochure to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website.

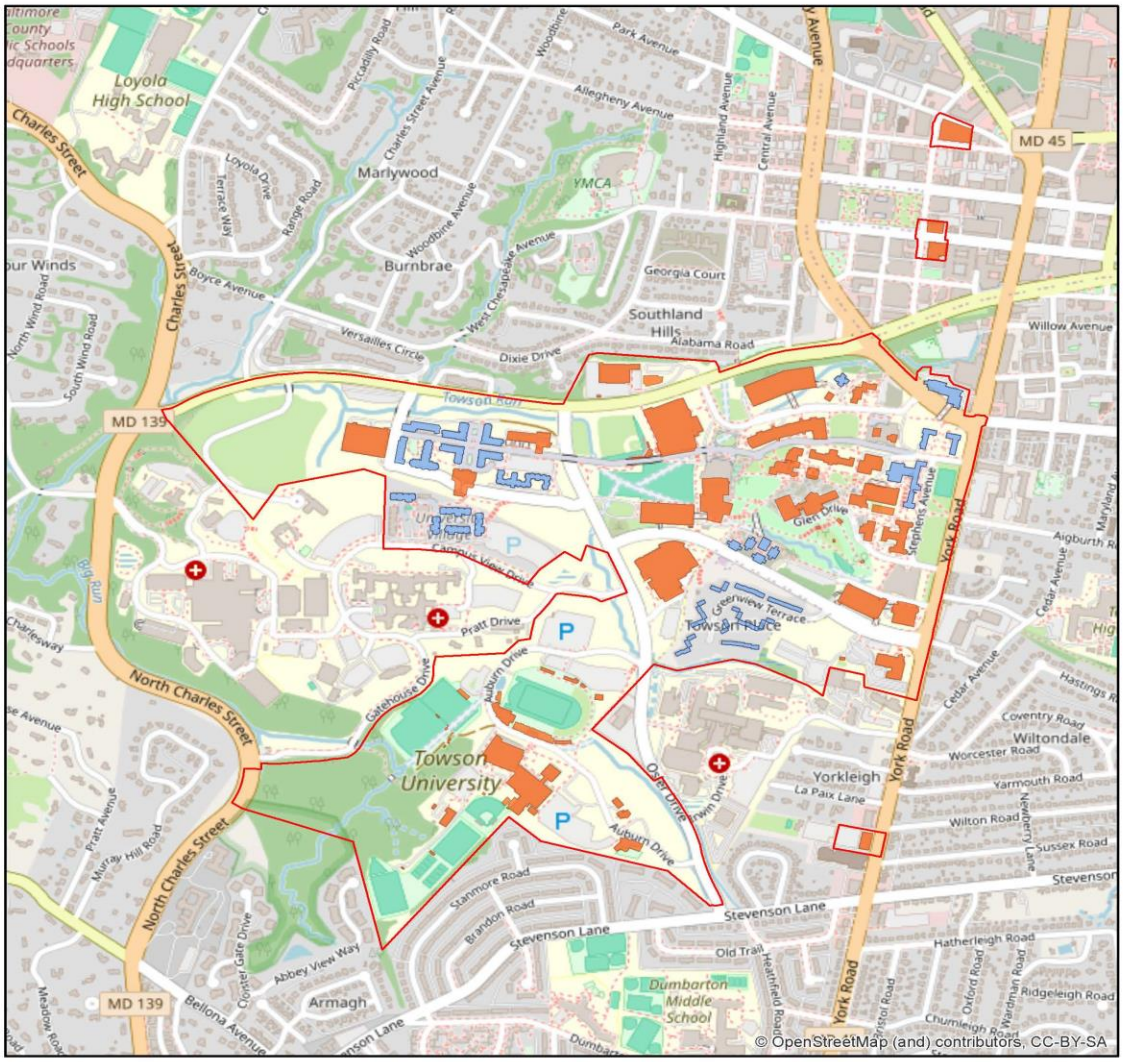
Monitoring and Recording of Criminal Activity by Students at Non-campus locations of Recognized Student Organizations

Towson University does not have officially recognized student organizations that own or control housing facilities outside of the Towson University core campus. Therefore, local PD is not used to monitor and record criminal activity since there are no non-campus locations of student organizations.

This map shows the involved Baltimore County Police reporting areas 060.

* As of August 1, 2024, The University is only utilizing Building 5 and part of Building 2 at University Village Apts.

Towson University Clery Act Reporting Area



Campus Buildings

- On Campus
- On Campus - Residence Hall

Clery Reporting Area

N

0 0.1 0.2 0.3 0.4 0.5 Miles

Map updated August 2024

TOWSON UNIVERSITY Center for GIS

17.2 Crime Statistics – 3-Year Comparison

Clery Act Reportable Crimes and Incidents		On-Campus			Student Residences(1)			Non-Campus Property			Public Property		
		2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Murder / Non-Negligent Manslaughter	Actual (2)	0	0	0	0	0	0	0	0	0	0	0	0
	Unfounded (3)	0	0	0	0	0	0	0	0	0	0	0	0
Rape	Actual.	10	11	10	9	6	7	0	0	0	0	0	0
	Unfounded	0	2	0	0	1	0	0	0	0	0	0	0
Fondling	Actual.	5	3	7	5	2	5	0	0	0	0	0	0
	Unfounded	0	0	0	0	0	0	0	0	0	0	0	0
Incest & Statutory Rape	Actual.	0	0	0	0	0	0	0	0	0	0	0	0
	Unfounded	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	Actual.	0	1	2	0	0	0	0	0	0	0	0	0
	Unfounded	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	Actual.	5	3	9	2	0	2	0	0	1	0	1	1
	Unfounded	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	Actual.	12	6	5	11	3	0	0	5	0	0	0	0
	Unfounded	0	1	0	0	1	0	0	0	0	0	0	0
Motor Vehicle Theft	Actual.	0	1	3	0	0	0	0	3	2	0	1	1
	Unfounded	0	0	0	0	0	0	0	0	0	0	0	0
Arson	Actual.	0	0	1	0	0	1	0	0	0	0	0	0
	Unfounded	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	Actual.	1	3	4	1	1	0	0	1	0	0	0	0
	Unfounded	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	Actual.	4	12	8	3	7	7	0	0	0	0	1	0
	Unfounded	0	0	0	0	0	0	0	0	0	0	0	0
Stalking (4)	Actual.	9	7	5	4	2	2	0	0	0	0	0	1
	Unfounded	0	0	1	0	0	0	0	0	0	0	0	0
Illegal Weapons	Arrest	2	0	0	1	0	0	0	2	0	0	0	1
	Disciplinary Referral	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law	Arrest	4	2	3	4	1	2	0	2	0	0	0	0
	Disciplinary Referral	0	1	11	0	0	10	0	2	0	0	0	1
Liquor Law	Arrest	0	0	4	0	0	4	0	0	0	0	0	0
	Disciplinary Referral	97	81	57	96	80	57	0	0	0	0	0	0

(1) **Residential Hall** is a sub-category of **On-Campus** and is already included in the **On-Campus** total,

(2) Actual = Actual reported crime.

(3) Unfounded = Unfounded crime. No crime was committed.

(4) Stalking defined by Clery reporting guidelines is significantly different from Maryland criminal statues.

18.0 HATE/BIAS CRIMES & INCIDENTS

Towson University strives to create a learning environment that is inclusive of diverse groups, ideas, and opinions and that is sensitive to individual rights of expression. The university promotes a campus community that allows for understanding and civility among those living, working, teaching, learning, and studying, while discussing, discovering, and debating different viewpoints.

Acts of destruction or violence which are motivated by animosity against a person or group because of race, color, religion, sexual orientation, gender, disability, national origin, or homelessness, or which infringe on the rights and freedom of others will not be tolerated at Towson University. The university will investigate and respond to all reports of hate crimes and bias incidents.

Reporting Hate Crimes and Bias Incidents

To foster a safe and inclusive campus, the university will investigate all incidents motivated by bias. In order to prompt an investigation, the incident must be reported. Anyone who feels that they have been a victim, who has witnessed, or who learns of a hate crime or bias incident can report the incident via the Hate Crimes & Bias Incident Report Form. You may also contact the Towson University Police (TUPD) for immediate assistance/response at 410-704-4444.

Incidents can also be reported by calling:

- University Police: 410-704-4444 (emergency); 410-704-2134 (non-emergency)
- Office of Inclusion & Institutional Equity: 410-704-0203

For additional support in reporting an incident:

- Center for Student Diversity: 410-704-2051
- Department of Housing & Residence Life: 410-704-2516
- Office of Student Accountability & Restorative Practices: 410-704-2057
- Counseling Center: 410-704-2512
- International Student & Scholar Office: 410-704-2421

University Response to Reports of Hate Crimes & Bias Incidents

The person reporting the incident can expect a confirmation of receipt of their report within two business days. Once the report is made, a review will begin. The reviewing authority will be determined by the status of the persons involved as well as the nature and location of the incident. Investigations might include interviewing all involved parties and reviewing camera footage. University procedures are illustrated on the University Review Process Flowchart.

Towson University's Police Department will determine if incidents are criminal in nature.

18.1 Clery Act Reporting Hate Violence

Towson University complies with the Clery Act's requirements to report by geographic location and by category of prejudice, any of the hate violence statistics for specified crimes (Murder, Manslaughter, Sex offenses, Robbery, Aggravated Assault, Simple Assault, Burglary, Motor Vehicle Theft, Arson), and any other crime involving bodily injury reported to the local police agencies or to the campus security authority, that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived:

- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics, such as skin color, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, such as Asians, blacks, whites, or

- **Gender:** A performed negative opinion or attitude toward a group of persons because those persons are male or female, or
- **Religion:** A performed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, such as Catholics, Jews, Protestants, atheists, or
- **Sexual Orientation:** A performed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex, e.g., gays, lesbians, heterosexuals, or
- **Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non- conforming individuals; or
- **Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in that "race" refers to grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.
- **Disability:** A performed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital, or acquired by heredity, accident, injury advanced age, or illness.

Amendments to the Clery Act that became effective in 2009 require the reporting of hate crimes involving:

- **Larceny (Theft):** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- **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.
- **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.
- **Vandalism (Destruction of Property):** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

18.2 Hate Crime Statistics – 3 Year Comparison

Clery Act Reportable Hate Crimes	On Campus			Student Residences[1]			Noncampus Property			Public Property		
	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest & Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injuries	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	1RA
Intimidation	1RA	1RA	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	1RE	0	0

(1) **Student Residences** is a sub-set of **On Campus** and is already included in **On Campus** totals.

Hate / Bias Codes: **RA** = Race; **RE** = Religion; **NO** = National Origin; **SO** = Sexual Orientation; **G** = Gender; **E** = Ethnicity; **GI** = Gender Identity, **DA** = Disability

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18.3 Title IX Regulations Effective August 1, 2024

06-01.60 – Policy on Sex Discrimination, Sex-Based Harassment, and Retaliation

This policy applies to all alleged incidents occurring on or after Aug. 1, 2024. All alleged incidents that occurred before then are subject to 06-01.60 – Policy on Sexual Harassment and Other Sexual Misconduct.

I. Policy Statement:

Towson University ("University" or "TU") is committed to providing a working, learning, and living environment free from Sex Discrimination, Sex-Based Harassment, and Retaliation, which is prohibited by this Policy as well as state and federal laws (including Title IX of the Education Amendments of 1972 as amended ("Title IX"), the Campus SaVE Act, and Title VII of the Civil Rights Act of 1964 as amended), and may constitute criminal activity.

The University endeavors to foster a climate free from Sex Discrimination, Sex-Based Harassment, and Retaliation through training, education, and prevention programs, as well as by following policies and procedures that promote prompt reporting. This also means the University works to assess Reports, investigate, and resolve Complaints of Sex Discrimination, Sex-Based Harassment, and Retaliation in a reasonable timeframe. It will also take prompt action to effectively address and work to prevent Sex Discrimination, Sex-Based Harassment, and Retaliation.

The Title IX Coordinator, who works in the University's Office of Inclusion and Institutional Equity ("OIIE"), administers this Policy and coordinates the University's efforts to carry out its responsibilities. OIIE assesses Reports; conducts thorough, fair, and impartial investigations; and facilitates adjudication of Complaints of Sex Discrimination, Sex-Based Harassment, and Retaliation. No employee (other than law enforcement) is authorized to investigate or resolve reports of Sex Discrimination, Sex-Based Harassment, and Retaliation, without the involvement of the Title IX Coordinator. Please promptly report allegations of possible violations of this Policy to OIIE or to the Title IX Coordinator/Designee via:

Towson University
Office of Inclusion and Institutional Equity
Administration Building, Suite 2210
7200 York Road
Towson, Maryland 21252
Phone: (410) 704-0203
Email: titleix@towson.edu

Online: Title IX Incident Report

II. Applicability

All students, faculty and staff of the University are subject to this Policy, in addition to third parties and contractors under the University's control. This Policy is only applicable to alleged incidents that occur on or after August 1, 2024. For alleged incidents of Sex Discrimination, Sex-Based Harassment, and Retaliation occurring prior to August 1, 2024, the policy and procedures in place at the time of the alleged incident apply.

The University may amend this Policy from time to time. Further, the Title IX Coordinator, with the

approval of the President, may make revisions and updates to this Policy from time to time in order to comply with applicable laws, regulations, governmental guidance, and any amendments thereto.

Nothing in this Policy supersedes or replaces any obligations imposed by federal law or state law and/or policy (such as the USM policy VI-1.60, Policy on Sex Discrimination).

III. Definitions

A. An "**Advisor**" is a person chosen by either the Complainant or Respondent who may be, but is not required to be, an attorney, who provides support, guidance, assistance, and/or advice to the Complainant or Respondent. More information regarding the roles and responsibilities of Advisors may be found in Section XI.F of this Policy and the Grievance Procedures

B. "**Anonymous**" means a Report or Complaint of Sex Discrimination, Sex-Based Harassment, and/or Retaliation filed by someone who refuses to provide self-identifying information. Individuals who do not identify themselves are encouraged to speak with the Title IX Coordinator/Designee to understand the limitations of a potential investigation being conducted where reporting is anonymous.

C. "**Burden of Gathering Evidence**" the burden is on the University — not on the parties — to conduct an investigation that gathers sufficient evidence to determine whether Sex Discrimination, Sex-Based Harassment, or Retaliation occurred by a preponderance of evidence.

D. "**Complainant**" is an individual who is alleged to be the victim of conduct that could constitute Sex Discrimination, Sex-Based Harassment, or Retaliation who is a University student or employee or who was participating or attempting to participate in an Education Program or Activity of the University at the time of the alleged Sex Discrimination, Sex-Based Harassment, or Retaliation whether or not that individual initiated the Complaint.

E. "**Complaint**" means an oral or written request to the University that objectively can be understood as a request to investigate and make a determination about alleged Sex Discrimination, Sex-Based Harassment, or Retaliation.

F. "**Confidential Employees**" are (1) employees whose communications are privileged or confidential under Federal or state law; (2) employees whose communications are specifically designated as confidential for the purpose of providing services related to potential Sex Discrimination; or (3) employees who are conducting an Institutional Review Board-approved human-subjects research study designed to gather information about sex discrimination—but the employee's confidential status is only with respect to information received while conducting the study. A list of Confidential Employees may be found in Appendix A to this Policy.

G. "**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 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 also be withdrawn at any time by reasonable and clear communication. If consent is withdrawn, sexual activity should cease within a

reasonably immediate 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 is evaluated from the perspective of what a reasonable person would conclude are mutually understandable words or actions. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances.

H. "**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; and where the existence of such a relationship is determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

I. "**Decision Maker**" is a trained person who is charged with making evidentiary and factual decisions regarding responsibility for alleged violations of this Policy.

J. "**Domestic Violence**" means 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 under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or by any other person against an adult or youth Complainant protected from those acts by domestic or family violence laws of Maryland.

K. "**Education Program or Activity**" includes all operations of the University in the United States, including, but not limited to, all conduct over which the University exercises disciplinary authority and all conduct that occurs in any building owned or controlled by a student organization that is officially recognized by the University. The University must address a sex-based hostile environment under its Education Program or Activity even when some conduct alleged to be contributing to the hostile environment occurred outside the University's Education Program or Activity or outside the United States.

L. "**Employees with Authority**" are employees, other than Confidential Employees, who have authority to institute corrective measures or who are responsible for administrative leadership, teaching, or advising. Position titles of Employees with Authority may be found in Appendix B to this Policy.

M. "**Exculpatory Evidence**" is evidence that tends to excuse, justify, or absolve the alleged responsibility of a Respondent with respect to allegations of this Policy.

N. "**Gender Expression**" refers to how a person represents their gender identity, such as through behavior, clothing, hairstyles, voice, body characteristics, etc.

O. "**Gender Identity**" refers to each person's deeply held sense, knowledge, and/or experience of their own gender. Gender identity can correlate or differ from an individual's assigned sex at birth.

P. "**Grievance Procedures**" refers to the Grievance Procedures for the Resolution of Sex Discrimination, Sex-Based Harassment, and Retaliation allegations applicable to Complainants and Respondents under this Policy.

Q. "**Hearing Officer**" is a trained Decision Maker, who cannot be the same person as the Title IX Coordinator or an Investigator, presiding over the live hearing and charged with making evidentiary and factual decisions regarding responsibility for alleged violations of this Policy.

R. "**Incapacitation**" is a state where an individual cannot make an informed and rational decision to engage in sexual activity because they lack conscious knowledge of the nature of the act (e.g., to understand the "who, what, when, where, why and/or how" of the sexual interaction) and/or are physically helpless. Examples may include individuals who are asleep, unconscious, or otherwise unaware that the sexual activity is occurring. The use of alcohol or other drugs does not, in and of itself, negate a person's ability to give Consent. However, a level of intoxication can be reached, short of losing consciousness, in which a person's judgment is so impaired that they become incapacitated and thus are not capable of giving Consent. The impact of alcohol and drugs varies from person to person, and evaluating Incapacitation requires an assessment of how the consumption of alcohol and/or drugs impact an individual's:

1. Decision-making ability;
2. Decision-making ability;
3. Ability to make informed judgments; and/or
4. Capacity to appreciate the nature and the quality of the act.

Because the use of alcohol and other drugs can have a cumulative effect over time, a person who may not have been incapacitated at the beginning of sexual activity may become incapacitated and therefore unable to give effective Consent as the sexual activity continues. Evaluating Incapacitation also requires an assessment of whether a Respondent, or a sober, reasonable person in the Respondent's position, knew or should have known, that the Complainant was incapacitated. If the person who wants to engage in sexual activity is too intoxicated to judge another's communications about Consent, that person has an obligation to cease the activity. A person's responsibility for obtaining Consent is not diminished by use of alcohol and/or other drugs. Being intoxicated or impaired by drugs or alcohol is never an excuse for Sex-based Harassment and does not diminish one's responsibility to obtain Consent.

S. "**Inculpatory Evidence**" is evidence that shows, or tends to show, a person's involvement in an act, or evidence that can establish responsibility.

T. "**Investigation**" means a prompt, thorough, and impartial summary of available evidence related to an allegation of Sex Discrimination, Sex-Based Harassment, or Retaliation conducted by a trained University employee or designee in response to a report or complaint of Sex Discrimination, Sex-Based Harassment, or Retaliation made pursuant to this Policy. The purpose of an Investigation is to gather relevant evidence and facts regarding allegations of Sex Discrimination.

U. "**Investigator**" means those individuals designated by the University to conduct an investigation of allegations of violations of this Policy.

V. "**Notice of Allegation (NOA)**" is a communication provided to the Complainant and Respondent notifying them that the University will conduct an Investigation into an alleged violation of this Policy. It will inform these parties of the "who, what, when, and where" of the alleged misconduct to the extent they are known by the Title IX Coordinator. The NOA will also inform the parties about the Grievance Procedures and informal resolution process; the presumption of non-responsibility; that they may have an advisor and a support person; and that it is a violation of this Policy for an individual to make a formal or informal complaint or report in bad faith or without justification, or knowingly make false statements or knowingly submit false information during any investigation or proceeding under this Policy.

W. "**Parental or Family Status**" means the current, potential, or past status of an individual who is (1) a biological, step, adoptive, or foster parent; (2) a legal custodian or guardian; (3) in loco parentis (acting in the place of a parent, custodian or guardian); or (4) actively seeking legal custody, guardianship, visitation, or adoption of any person who is under the age of 18, or who is over the age of 18 but incapable of self-care because of a disability.

X. "**Pregnancy or Related Conditions**" means the current, past, or potential presence of any of the following conditions:

1. Pregnancy, childbirth, termination of pregnancy, or lactation
2. Recovery from pregnancy, childbirth, termination of pregnancy, or lactation
3. Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation

Y. "**Presumption of Non-Responsibility**" means that the University will not treat the Respondent as responsible for a Policy violation until the University has objectively evaluated the evidence, and there has been a finding that a violation of this Policy has occurred at the conclusion of the grievance process as articulated in the Grievance Procedures. However, the University may approve an emergency removal of a Respondent, after an individualized safety and risk analysis, where the Respondent poses an immediate threat to the physical health or safety of the Complainant (or any other individual) prior to the conclusion of a grievance process (or even where no grievance process is pending). In such cases, the Respondent will receive notice and an opportunity to challenge the emergency removal decision pursuant to the appropriate procedures applicable to the student, faculty, or staff Respondent.

Z. "**Private Body Parts**" include buttocks, genitals, anus, and breasts.

AA. "**Relevant Evidence**" is both inculpatory and exculpatory evidence used to determine if the Respondent is responsible for a violation of this Policy. Evidence is relevant when a reasonable person would likely accept the information as having probative value about the underlying allegations. Questions are relevant when they seek evidence that may aid in showing whether the alleged conduct occurred, and evidence is relevant when it may aid a decision maker in determining whether the alleged conduct occurred. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

BB. "**Respondent**" means an individual alleged to have engaged in conduct that could constitute Sex Discrimination, Sex-Based Harassment, or Retaliation.

CC. "**Retaliation**" means intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because an individual has reported information, made a Complaint, testified, assisted, participated or refused to participate in any manner in an investigation proceeding or hearing related to Sex Discrimination, Sex-Based Harassment, or Retaliation. Retaliation includes bringing charges against an individual for violations of other institutional policies that do not involve violation of this Policy but arise out of the same facts or circumstances as Complaint, for the purpose of interfering with any right or privilege secured by Title IX. Retaliation includes "peer retaliation" meaning retaliation by one student against another student.

DD. "**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 or not 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.

EE. "**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. Examples of Sexual Exploitation include but are not limited to prostitution; using any kind of photographic or recording device to capture, post and/or publish images of a person's Private Body Parts and/or of a sexual act without the Consent or knowledge of the involved party; intentionally or unintentionally publishing, recreating, or reproducing images of a person's Private Body Parts or of a sexual act without the knowledge or Consent of the party involved; voyeurism; inducing Incapacitation for the purpose of Sexual Exploitation or of having sex with the incapacitated person (regardless of whether Sexual Exploitation and/or sexual activity actually takes place); and/or knowingly transmitting a sexually transmitted infection to a partner without their Consent.

FF. "**Sexual Assault**" means an offense classified as a sex offense in the Uniform Crime Reporting System of the Federal Bureau of Investigation. Sexual assault involves sexual acts directed against another person, including:

1. Forcible 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, including:

    a. Non-Consensual Sexual Penetration — penetration, no matter how slight, of the genital or anal opening of the body of another person with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.

    b. Forcible Fondling — The touching of the Private Body Parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

    c. Stealthing — when one person engaged in Sexual Penetration removes a condom (or other prophylactic device) during sex without the other person's consent or lies about having put on a condom (or other prophylactic device) in the first place.

2. Nonforcible sex offenses — Unlawful, nonforcible sexual intercourse, including:

    a. Incest — Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

    b. Statutory Rape — Nonforcible sexual intercourse with a person who is under the statutory age of consent. The age of consent in Maryland is 16.

GG. "**Sex-Based Harassment**" means Sex Discrimination that satisfies one or more of the following:

1. Quid pro quo harassment — which refers to an agent, employee, or representative of the University conditioning the provision of an aid, benefit, or service of the University, either explicitly or implicitly, on an individual's participation in unwelcome sexual conduct;

2. Hostile Environment Harassment:

    a. Unwelcome sex-based conduct that, based on a totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it effectively denies a person equal access to the University's Education Program or Activity; or

b. Unwelcome sex-based conduct, which need not be severe or pervasive, that consists of unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature that, based on a totality of the circumstances, creates a working environment that a reasonable person would perceive as abusive or hostile.

c. "Dating Violence," "Domestic Violence," "Sexual Assault," "Sexual Coercion," "Sexual Exploitation," or "Stalking."

HH. "**Sex Discrimination**" means exclusion from participation in or being denied the benefits of any Education Program or Activity of the University on the basis of sex, including sex stereotypes, sex characteristics, sexual orientation, gender identity, Pregnancy or Related Conditions, Parental or Family Status, and marital status. Sex-Based Harassment is a form of Sex Discrimination.

II. "**Standard of Evidence**" The University investigates allegations of Sex Discrimination, Sex-Based Harassment, and Retaliation to determine whether the preponderance of the evidence indicates a Policy violation occurred. The preponderance of the evidence corresponds to an amount of evidence indicating a Policy violation is more than 50 percent likely to have occurred. This is the same standard of evidence that is used in other disciplinary proceedings at the University for allegations of Code of Student Accountability violations involving discrimination or harm to another individual. In such investigations and determinations, legal terms such as "guilt" and "innocence," and the "formal rules of evidence" are not applicable. The University, however, never assumes a Respondent is responsible for the alleged conduct unless — following the process outlined in the Grievance Procedures — a violation of this Policy is found to have occurred by a preponderance of the evidence.

JJ. "**Stalking**" means engaging in a course of conduct directed at a specific person based on sex that would cause a reasonable person to — (1) fear for their safety or the safety of others; or (2) suffer substantial emotional distress. For the purposes of this definition:

1. Course of conduct means two or more acts, including, but not limited to, acts in which the alleged 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.

2. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

3. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling.

KK. "**Student**" means a person who has gained admission to the University.

LL. "**Supportive Measures**" are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, without unreasonably burdening a Complainant or Respondent, and without fee or charge to the Complainant or Respondent to (1) restore or preserve that party's 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 University's educational environment, or (2) provide support during the University's Grievance Procedures.

1. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact applied to one or more parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, training and education, and other similar measures.

2. The University will maintain as confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair its ability to provide them.

3. The Title IX Coordinator/Designee is responsible for coordinating the effective implementation of Supportive Measures.

MM. "**Support Person**" is someone other than an Advisor whose presence provides support to a party. Examples include, but are not limited to, a family member, friend, faculty member, or staff member. Both parties are entitled to be accompanied by one Support Person of their choosing in meetings and proceedings related to the investigative and grievance process. However, a Support Person cannot speak on behalf of the individual, directly participate in the proceedings, or submit any written requests (including appeals) on behalf of the individual. The Support Person also cannot serve as a witness during any meeting or proceeding under this Policy. Should a Support Person not adhere to these expectations or attempt to play a direct and/or active role in any proceedings, the Title IX Coordinator, Investigator, Hearing Officer or other Decision Maker, at their discretion, may order the excusal of the Support Person from any meeting or proceeding. More information regarding the roles and responsibilities of Support Persons may be found in the Grievance Procedures.

NN. "**University Community**" means University students, faculty, staff, and third parties (visitors, volunteers, applicants for admissions or employment, vendors and contractors).

IV. Responsible Executive and Office:

Responsible Executive: Title IX Coordinator

Responsible Office: Office of Inclusion and Institutional Equity (OIIE)

V. Notice of Nondiscrimination:

A. Content

The University will publish a notice of nondiscrimination that contains the following content:

1. The University does not discriminate on the bases of sex in any Education Program or Activity it operates; Title IX prohibits the University from discriminating in such manner; and this requirement not to discriminate extends to admissions and employment;

2. Questions about the administration of Title IX at the University should be directed to the University's Title IX Coordinator or the United States Office for Civil Rights ("OCR");

3. The Title IX Coordinator's and other relevant OIIE staff members' title, office address, telephone number and email addresses. The University's web site shall be kept up to date with the name of its current Title IX Coordinator; and

4. Information on how to locate this Policy and associated Grievance Procedures, how to report information about conduct that may constitute Sex Discrimination, Sex-Based Harassment, or Retaliation, and how to make a Complaint about Sex Discrimination, Sex-Based Harassment, and Retaliation.

B. **Dissemination of Notice**

The notice will be widely distributed to all students, employees, applicants for admission and employment, and other relevant persons. The notice must be prominently displayed on the University's web site and at various locations throughout its campus, and must be included in publications of general distribution that provide information to students and employees about the University's resources and policies, including each handbook, catalog, announcement bulletin, and application that it makes available to persons entitled to notification. If necessary because of limitations in the format or size of any publication, the University may substitute a shortened statement that the University prohibits discrimination on the basis of sex and that individuals may report concerns or questions to the Title IX Coordinator and provide the location of the full notice on the University's website. The University may not distribute or publish any statement that it treats applicants, students, or employees differently on the basis of sex, except as permitted by Title IX. The notice should be available and easily accessible on an ongoing basis.

VI. Reporting Sex Discrimination or Retaliation

A. **Monitoring**. The Title IX Coordinator must:

1. Monitor the Education Program or Activity for barriers to reporting information about conduct that reasonably may constitute Sex Discrimination; and

2. Take steps reasonably calculated to address such barriers.

B. **Reporting to the Police**

Individuals who suffer or witness an incident involving Sex Discrimination or Harassment are encouraged to report the incident to law enforcement. Reporting to law enforcement does not preclude an individual from also reporting the incident to the University. Reports made to the University and law enforcement may be pursued simultaneously, though the outcome of one Investigation does not determine the outcome of the other. In addition, University Police may defer to another law enforcement agency (typically city or county law enforcement) based on the nature and location of the incident.

University Police can assist individuals in reporting an incident of Sex Discrimination or Harassment. University Police will forward the report to OIIE, regardless of whether the incident constitutes a crime under the law. Towson University Police ("TUPD") may be contacted at:

Main Office: General Public Safety Building Investigations Unit: Public Safety Building Administrative Hours: Monday - Friday, 8 a.m. - 5 p.m.

Patrol Operations Hours: 24 hours a day, seven days a week

Emergency Phone: (410) 704-4444

E-mail: police@towson.edu

C. **Reporting to the University**

Making a report of Sexual Discrimination, Sex-Based Harassment, or Retaliation to the University means reporting allegations to the Title IX Coordinator by verbal or written report. All persons are encouraged to report Sex Discrimination, Sex-Based Harassment, or Retaliation promptly. Supportive Measures are available regardless of whether an investigation of the allegations is pursued. Reports can be made at any time (including during nonbusiness hours) by completing the Sex Discrimination report form provided below. Any person may report Sex Discrimination or Retaliation (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute Sex Discrimination or Retaliation in person), by email, by telephone, or any other means that results in the Title IX Coordinator receiving the person's report. Allegations of possible violations of this Policy may be reported to OIIE or Title IX Coordinator at:

Office of Inclusion and Institutional Equity Towson University
Administration Building, Room 214
8000 York Road
Towson, Maryland 21252
(410) 704-0203

Or

Online reporting form.

The University does not impose an affirmative time limit by which individuals must report Sex Discrimination or Retaliation. However, if too much time has passed since the incident occurred, the delay may result in loss of relevant evidence and witness testimony. The University may also not be able to investigate allegations against Respondents who have never been or are no longer affiliated with the University.

The Title IX Coordinator will promptly respond to reports of Sex Discrimination or Retaliation and take appropriate action consistent with this Policy and the associated Grievance Procedures.

The University may extend the time frames set forth in this Policy and associated procedures for good cause. Exceptions to these time frames may vary for a number of reasons, including, but not limited to, the complexity of the Investigation, volume of evidence, access to and/or responsiveness of relevant parties (including witnesses), the number of witnesses involved, and/or number of issues on appeal.

In situations where the University determines that a report raises a significant risk to public safety, the University may proceed with an Investigation even where the Complainant chooses not to proceed or participate in the Investigation. The University will communicate this decision to the Complainant and Respondent. In matters where the University determines that it must move forward regardless of the Complainant's wishes, the Title IX Coordinator does not become a party to the matter.

D. **Other Reporting Options**

Inquiries or complaints concerning the application of Title IX or the University's handling of Sex Discrimination and Retaliation complaints may be referred to the Department of Education's Office of Civil Rights:

U.S. Department of Education Office for Civil Rights,

Philadelphia Office
The Wanamaker Building
100 Penn Square East, Suite 515
Philadelphia, PA 19107
Phone (215) 656-8541

TTD: 800-877-8339
OCR.Philadelphia@ed.gov

Information is also available on OCR's webpage.

Employee complaints may also be referred to the U.S. Equal Employment Opportunity Commission ("EEOC") and the Maryland Commission on Civil Rights. See Appendix C of this Policy for additional contact information.

E. **Employee Reporting Requirements** — All University employees must notify the Title IX Coordinator or provide Students or other persons with the contact information of the Title IX Coordinator under the following circumstances:

1. **Pregnancy or Related Conditions** — If a Student, or a person who has the legal right to act on behalf of the Student, informs any employee of the student's Pregnancy or Related Conditions, the employee must provide that person with the Title IX Coordinator's contact information and inform them that the Title IX Coordinator can coordinate specific actions to ensure equal access and prevention of discrimination. Employees need not provide the Title IX Coordinator's contact information if the employee reasonably believes that the Title IX Coordinator has been notified.

2. **Sex Discrimination** — When an employee becomes aware of information about conduct that reasonably may constitute Sex Discrimination or Retaliation, they are required to take the following action based on their designation:

    a. **Confidential Employees** must inform any person who communicates information about conduct that may reasonably constitute Sex Discrimination that they are Confidential Employees, circumstances in which they are not required to notify the Title IX Coordinator about conduct that reasonably may constitute Sex Discrimination, how to contact the Title IX Coordinator and how to initiate a Complaint, and that the Title IX Coordinator may be able to offer and coordinate Supportive Measures as well as initiate an informal resolution process or investigation under the Grievance Procedures.

b. **Employees with Authority** must notify the Title IX Coordinator when they obtain information about conduct that may reasonably constitute Sex Discrimination.

c. **All Employees** who are not Confidential Employees or Employees with Authority shall either (1) notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute Sex Discrimination or (2) provide the contact information of the Title IX Coordinator and information about how to make a Complaint to any person who provides the employee with information about conduct that may reasonably constitute Sex Discrimination.

F. **Good Faith Requirement**

Reports or complaints of Sex Discrimination, Sex-Based Harassment, or Retaliation must be made in good faith because they are serious and have the potential to cause great harm if made without justification. Accordingly, it is a violation of the Policy for an individual to make a complaint or report in bad faith or without justification, or knowingly make false statements or knowingly submit false information during any investigation or proceeding. An individual found to have made a complaint or report in bad faith or without justification may be subject to disciplinary or other action.

VII. Reports Involving Minors or Suspected Child Abuse and Neglect

Towson University is committed to protecting the safety and welfare of children who come in contact with the University Community. See TU policy 06-01.50, Policy on the Reporting of Suspected Child Abuse and Neglect. Procedures to file a report can also be found in that policy.

The President has designated the TUPD Police Chief to receive oral and written reports of suspected child abuse or neglect from employees, students, and others at the University. If you have any concerns or doubts as to whether to report an incident, feel free to direct any questions to Child Protective Services or consult with the TUPD Chief of Police. During non-business hours, contact the Towson University Police Department via the non-emergency telephone number.

VIII. University Action Upon Notice of Pregnancy or Related Conditions

A. Students.

1. The University must provide for reasonable modifications of the University's policies, practices, or procedures for Students experiencing Pregnancy or Related Conditions.

a. Each reasonable modification shall be based on the Student's individualized needs, in consultation with the Student.

b. A modification that would fundamentally alter the nature of the University's Education Program or Activity is not reasonable.

c. The University must allow the Student to voluntarily access any separate and comparable portion of the Education Program or Activity.

d. The University must allow the Student to take a voluntary leave of absence for a period of time determined by the Student's medical

provider, or the period of time permitted by the University's policy, whichever is greater. Upon return from a leave of absence, the Student must be reinstated to the same academic status and (to the extent possible) extracurricular status that the Student held when the leave began.

e. The University may not require documentation for reasonable modifications unless it is necessary for the University to determine what reasonable modifications are needed or whether to take additional actions.

2. The University prohibits requiring a Student who is Pregnant or with a Related Condition to provide certification that the student is physically able to participate in a class, program, or activity, unless:

a. The certified level of physical ability or health is necessary for the class, program, or activity;

b. The recipient requires such certifications of all Students participating in the class, program, or activity; and

c. The information obtained through the certification is not used as a basis for prohibited discrimination. Each reasonable modification shall be based on the Student's individualized needs, in consultation with the student.

3. The University treats Pregnancy or Related Conditions in the same manner and under the same policies as any other temporary medical conditions with respect to medical or hospital benefits, services, or any other policies the University operates or participates in with respect to Students in the University's Education Program or Activity.

B. **Employees**.

1. The University must provide for reasonable accommodations for employees with known limitations related to Pregnancy or Related Conditions.

a. Each reasonable accommodation shall be based on the employee's individualized needs, in consultation with the employee, and in consideration of any medical documentation.

b. The University may request from the employee only the minimum documentation necessary to establish that the employee is experiencing Pregnancy or Related Conditions, and what adjustments are needed.

c. Reasonable accommodation may include temporary relief from essential functions of the employee's job, and in the case of an employee with insufficient accrued leave or no paid leave, voluntary leave of absence without pay.

d. At the conclusion of any accommodation, the employee shall be reinstated to the same status as before the accommodation without

decrease in compensation or loss of promotional opportunities or any other right or privilege of employment.

2. The University treats Pregnancy or Related Conditions in the same manner and under the same policies as any other temporary medical conditions for all job-related purposes, including commencement, duration, and extension of leave, payment of disability income, accrual of seniority and any other benefit or service, reinstatement, and any other fringe benefit offered to employees by virtue of employment.

C. **Lactation Space**.

1. The University provides for a lactation space for all students, employees, and visitors, which may not be a bathroom, that is clean, shielded from view, free of intrusion from others, and may be used for expressing milk or breastfeeding as needed. More information may be found at OIIE's website.

IX. University Action Upon Notice of Alleged Sex Discrimination, Sex-Based Harassment, or Retaliation

Upon receipt of notice of an allegation of a violation of this Policy, the Title IX Coordinator will take prompt action, in accordance with the Grievance Procedures. This obligation applies to reports of violations of the Policy regardless of whether a parallel law enforcement Investigation or action is pending or whether a Complaint is filed.

A. Upon receiving from an employee notification of conduct that may reasonably constitute Sex Discrimination, Sex-Based Harassment, or Retaliation, the Title IX Coordinator must:

1. Treat the Complainant and Respondent equitably.

2. Offer to coordinate Supportive Measures, as appropriate; and

3. Notify the Complainant (of if the Complainant is unknown, the person who reported the information) of the University's Grievance Procedures.

B. Upon notification by a **Complainant** or an **Employee** of conduct that may reasonably constitute Sex Discrimination, Sex-Based Harassment, or Retaliation, the Title IX Coordinator must:

1. Initiate Grievance Procedures in response to a Complaint; or

2. In the absence of a Complaint or the withdrawal of any of the allegations in a Complaint, determine whether to initiate a Complaint of Sex Discrimination, Sex-Based Harassment, or Retaliation in consideration of, at a minimum, the following factors:

a. Whether the Complainant has requested not to proceed with the Complaint;

b. The Complainant's reasonable safety concerns regarding initiating a Complaint;

c. The risk that additional acts of Sex Discrimination, Sex-Based Harassment, or Retaliation would occur if a Complaint is not initiated;

d. The severity of the alleged Sex Discrimination, Sex-Based Harassment, or Retaliation, including whether the discrimination, if established, would require the removal of the Respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent recurrence;

e. The age and relationship of the parties, including whether the Respondent is an employee;

f. The scope of the alleged Sex Discrimination, Sex-Based Harassment, or Retaliation, including information suggesting a pattern, ongoing Sex Discrimination, Sex-Based Harassment, or Retaliation, or Sex Discrimination, Sex-Based Harassment, or Retaliation alleged to have impacted multiple individuals;

g. The availability of evidence to assist a decision-maker in determining whether Sex Discrimination, Sex-based Harassment, or Retaliation occurred; and

h. Whether the University could end the alleged Sex Discrimination, Sex-Based Harassment, or Retaliation and prevent its recurrence without initiating grievance procedures.

3. If, after considering these and other relevant factors, the Title IX Coordinator determines that the conduct as alleged presents an imminent and serious threat to the health or safety of the Complainant or other person, or that the conduct, as alleged, prevents the University from ensuring equal access on the basis of sex to its Education Program or Activity, the Title IX Coordinator may initiate a Complaint. If the Title IX Coordinator initiates a Complaint, the Title IX Coordinator must notify the Complainant prior to doing so and appropriately address reasonable concerns about the Complainant's safety or the safety of others, including by providing Supportive Measures.

4. The Title IX Coordinator need not initiate a Complaint or consider the factors in paragraph 2 if the Title IX Coordinator reasonably determines that the conduct as alleged could not constitute Sex Discrimination, Sex-Based Harassment or Retaliation.

C. **Emergency Removal**. The University may remove a Respondent from the University's Education Program or Activity on an emergency basis, provided that the University:

1. Undertakes an individualized safety and risk analysis;

2. Determines that an imminent and serious threat to the health or safety of a Complainant or any students, employees, or other persons arising from the allegations of Sex Discrimination justifies removal; and

3. Provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal.

Nothing precludes the University from placing a non-Student employee Respondent on administrative leave during a grievance process.

X. Resources and Immediate and Ongoing Assistance

OIIE maintains a list of resources and procedures for immediate and ongoing assistance following an incident of Sex Discrimination, Sex-Based Harassment, and Retaliation. They are available online at the University website on Sexual Violence Prevention and Resources and include:

A. Information about existing confidential and non-confidential resources, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other resources available for individuals affected by Sex Discrimination or Sex-Based Harassment (both within the University and in the larger community) is available on OIIE's website. Such resources include, without limitation, Sexual Assault centers, victim advocacy offices, women's centers, health centers, nearby hospitals which offer Sexual Assault Forensic Exam ("SAFE") exams and help in obtaining medical attention, including transporting the Complainant to the nearest designated hospital; and counseling for mental health resources by the University and off-campus resources available, other victim service entities and/or the nearest State-designated rape crisis program;

B. Information about options for, available assistance in, and how to request changes to academic, living, transportation and working situations, and/or other Supportive Measures, as applicable, is available on OIIE's website. Supportive Measures will be provided if requested and reasonably available;

C. When a student or employee reports to the University that they have experienced Sex Discrimination, Sex-Based Harassment, or Retaliation the Title IX Coordinator (or their designee) will provide the student or employee an explanation (available on OIIE's website) of their rights and options (e.g., options to notify law enforcement and/or campus authorities, including the right to be assisted by campus authorities in notifying such authorities; guidance in preservation of evidence; encouragement to obtain immediate medical help; obtaining and/or enforcing no contact and/or protective orders; etc.); and

D. Information on external options for reporting Sex Discrimination and Sex-Based Harassment, as they may be amended from time to time, including local law enforcement, the Equal Employment Opportunity Commission (for Title VII employment discrimination matters), and the U.S. Department of Education's OCR. The relevant contact information for the aforementioned external reporting options are available at Appendix C of this Policy and on OIIE's website.

XI. General Provisions

A. Preservation of Evidence

Individuals who have experienced Sex Discrimination or Sex-Based Harassment should take steps to preserve evidence that may aid in any administrative action and/or criminal prosecution that may result. Examples of items that may serve as evidence include any recorded media such as voice mails, e-mails,

text messages, Facebook or other social media messaging, and any other notes, writings, correspondence, etc. that may be relevant to the case. Depending on the situation, clothing worn or other items which may serve as evidence should be preserved in their original state. Do not disturb the location where alleged Sex Based-Harassment occurred, as police may want to photograph the scene upon their arrival. Law enforcement may also want to photograph any injuries suffered by the parties. If any weapon was used or any object was used as a weapon, leave it in position and do not touch it until police arrive.

The University encourages any Complainant to get a prompt, hospital-provided Sexual Assault Forensic Exam ("SAFE"). SAFE procedures are offered free of charge at certain local hospitals (e.g., Mercy Hospital and Greater Baltimore Medical Center) and may be pursued anonymously. SAFE procedures focus on collecting evidence and typically involve a medical/forensic exam that includes a physical exam, genital exam, and collection of swabs and samples to preserve evidence. You can decline any portion of the exam you so choose. Evidence can be collected up to 120 hours after assault but the sooner it is done the more likely that useful evidence can be recovered. Prior to a SAFE exam, it is important not to bathe, shower, douche, or change one's clothes. Additional information about where SAFE exams are offered may be found in Appendix C of this Policy.

B. **Supportive Measures**

Upon receiving a report of Sex Discrimination or Retaliation, the Title IX Coordinator/Designee will promptly contact Complainant to discuss availability of supportive measures, consider Complainant's wishes with respect to Supportive Measures, and inform Complainant of the availability of Supportive Measures with or without the filing of a Complaint. Supportive Measures must also be made available to Respondents. Supportive Measures provided to students may vary from those provided to employees, consistent with the University's policies and procedures, employment contracts, and bargaining agreements.

Examples of Supportive Measures MAY include, but are not limited to:

1. Assistance with access or referral to counseling and medical services;
2. Rescheduling of exams and assignments;
3. Providing alternative course completion options;
4. Arranging for class incompletes, a leave of absence, or withdrawal;
5. University-imposed leave or suspension;
6. Imposition of a campus "No-Contact Order";
7. Imposition of a campus "Denial of Access" issued by TUPD;
8. Change in class schedule, including the ability to drop a course without penalty or to transfer sections; and/or
9. Change in work schedule or job assignment.

The University must provide the parties with a timely opportunity to seek, from an appropriate and impartial decision-maker, modification, or reversal of the decision to provide, deny, modify, or terminate Supportive Measures applicable

to them. The impartial decision-maker must be someone other than the employee who made the challenged decision and must have authority to modify or reverse the decision, if the impartial decision-maker determines that the initial decision to provide, deny, modify, or terminate the Supportive Measures was inconsistent with the definition of Supportive Measures. The University must also provide a party with the opportunity to seek additional modification or termination of a Supportive Measure applicable to them if circumstances change materially. The University must not disclose information about any supportive measures to persons other than the person to whom they apply, including informing one party of Supportive Measures provided to another party, unless necessary to provide the Supportive Measure, restore or preserve the party's access to the Education Program or Activity, or when an exception applies.

C. **Equitable Treatment**. Complainants and Respondents will be treated equitably by:

1. Providing remedies to a Complainant where a determination of responsibility for Sex Discrimination, Sex-Based Harassment, or Retaliation has been made against the Respondent, and by using procedures that comply with Title IX when investigating and adjudicating allegations of Sex Discrimination, Sex-Based Harassment, or Retaliation before the imposition of any sanctions or other actions that are not Supportive Measures against a Respondent (remedies must be designed to restore or preserve equal access to the University's Education Program or Activity);

2. Providing an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other Inculpatory and Exculpatory Evidence; and

3. Applying any provisions, rules, or practices used to investigate and adjudicate complaints under Title IX equally to both parties.

D. **Evidence**. The University must provide any party and any party's Advisor with an equal opportunity to access relevant and not otherwise Impermissible Evidence. Where there is a live hearing, the parties must be permitted to review evidence in advance of the live hearing.

E. **Impermissible Evidence**. The University may not elicit, consider, require, rely upon, allow, disclose, or otherwise use any of the Impermissible Evidence, regardless of whether they are relevant. More detailed information regarding what constitutes Impermissible Evidence may be found in the Grievance Procedures.

F. **Advisors and Support Persons**

All parties may have one Advisor of the party's choice, who may be, but is not required to be, an attorney, and one Support Person of the party's choice, at any meeting or proceeding during the grievance process. At no time may a party have more than two individuals (consisting of one Advisor and one Support Person) present with them at any meeting or proceeding. A party must provide the Title IX Coordinator with written notice of the full name and contact information (physical and email address) of their Advisor and/or Support Person.

Pursuant to Md. Code Ann., Educ. § 11-601, the Maryland Higher Education Commission (MHEC)

maintains a list of attorneys willing to advise current and former Student parties (who were enrolled as a student at the University at the time of the incident that is the basis of the Complaint) pro bono or at reduced fees. Student parties may find more information at the MHEC Title IX Campus Sexual Assault Proceedings website.

Neither Advisors nor Support Persons are allowed to affirmatively participate in any process articulated in this Policy or in the Grievance Procedures, except to the extent Advisors are permitted to question witnesses on behalf of a party during a live hearing. Should an Advisor or Support Person not adhere to the expectations set forth in this Policy and Grievance Procedures or attempt to play a direct and/or active role in any proceedings, the Title IX Coordinator, Investigator, Hearing Officer or other Decision Maker, at their discretion, may order the excusal of the Advisor or Support Person from any meeting or proceeding.

Notwithstanding the limit of one Advisor and one Support Person, nothing herein precludes a party from seeking reasonable accommodations, including, but not limited to, the presence of sign-language interpreters at all meetings and proceedings during the grievance process. In such cases, individuals serving in such capacity are not counted as an Advisor or Support Person.

The extent to which the Advisor and Support Person may participate in any meeting or proceeding is set forth herein and in the Grievance Procedures and applies equally to both parties. While a party is not required to have an Advisor or Support Person, if a party does not have an Advisor present at the live hearing, the University will provide, without fee or charge to that party, an Advisor of the University's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party. A party is never permitted to personally conduct cross-examination of another party or any witnesses.

G. **Dismissal of Complaints**. The basis for dismissal of Complaints may be found in the Grievance Procedures.

H. **Investigation of Complaints**. When investigating a Complaint and throughout the investigation and adjudication process, the University must:

1. Ensure that the burden is on the University—not on the parties—to conduct an investigation that gathers sufficient evidence to determine whether Sex Discrimination, Sex-Based Harassment, or Retaliation occurred;

2. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other Inculpatory and Exculpatory Evidence;

3. Review all evidence gathered through the investigation and determine what evidence is relevant and what is Impermissible Evidence regardless of relevance; and

4. Provide each party with an equal opportunity to access the evidence that is relevant to the allegations of Sex Discrimination, Sex-Based Harassment, or Retaliation and not otherwise impermissible, in the following manner:

    a. The University must provide an equal opportunity to access either the relevant and not Impermissible Evidence or a description of this evidence. If the University provides a description, it must further provide

the parties with an equal opportunity to access the relevant and not otherwise Impermissible Evidence upon request of any party;

b. The University must provide a reasonable opportunity to respond to the evidence or to the accurate description of the evidence;

c. The University must take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the Grievance Procedure. Disclosure of evidence or information for purposes of administrative or litigation proceedings related to the Complaint is authorized.

I. **Questioning of Parties and Witnesses**. The University must provide a process that enables the decision-maker to question parties and witnesses and adequately assess a party's or witness's credibility to the extent credibility is in dispute and relevant to evaluating one or more allegations of Sex Discrimination, Sex-Based Harassment, or Retaliation.

J. **Informal Resolution Process** and requirements may be found in the Grievance Procedures.

K. **Prompt Resolution**. The University endeavors to conclude its investigation, grievance and appeal process for Complaints of Sex Discrimination, Sex-Based Harassment, or Retaliation within 180 days from receipt of Notice of the Complaint. However, this process may be delayed based upon the following non-exclusive reasons:

1. Concurrent law enforcement activity;
2. The need for an accommodation(s) for a party;
3. Complexity of the case;
4. The number of parties or witnesses involved;
5. The development of new evidence that was previously unavailable;
6. University closure or academic breaks;
7. Medical emergencies; or
8. Absence of a party, Advisor, Support Person or Witness.

Absence of a party does not mean a party, Advisor, Support Person or Witness can indefinitely delay the process by refusing to cooperate. While the University will attempt to accommodate schedules in order to provide parties with a meaningful opportunity to exercise their rights, the University may proceed to conclusion in the absence of a party after making reasonable attempts to accommodate schedules.

In an instance where the University anticipates the resolution of the process will be temporarily delayed or a party has requested an extension of time for good cause, the University will provide written notice to both parties of the delay or extension of time and the reasons for the action.

L. **De minimus harm**. In circumstances where different treatment or separation on the basis of sex is permitted, the University prohibits different treatment or separation on the basis of sex in a manner that discriminates on the basis of sex by subjecting a person to more than de minimis harm, except as permitted by 20 U.S.C. §§ 1681 and 1686 and their corresponding regulations.

XII. Sanctions

Specific procedures regarding Sanctions may be found in the Grievance Procedures.

The University will not impose sanctions on a Respondent for Sex Discrimination, Sex-Based Harassment, or Retaliation unless there is a determination at the conclusion of the University's grievance process that the Respondent engaged in a violation of this Policy.

The University will not sanction a party, witness, or others participating in the process for making a false statement or engaging in consensual sexual conduct based solely on the University's determination whether or not Sex Discrimination, Sex-Based Harassment, or Retaliation occurred.

Depending on the severity of the Policy violation, examples of the range of sanctions for Students, Staff, and Faculty are provided below:

A. **Student Sanctions (**Accountability Actions**)**

1. Written Warning
2. Probation
3. Suspension
4. Expulsion
5. Withholding Degree
6. Other Actions, including limitation on residential or co-curricular engagement such as removal from or limitations on access to a specific residence hall, or a co-curricular program or activities.

B. **Staff Sanctions**

1. Counseling;
2. Mandatory training;
3. Reassignment of duties;
4. Unit transfers;
5. Letter of reprimand;
6. Suspension without pay;
7. Suspension pending charges of removal; and/or
8. Termination.

C. **Faculty Sanctions**

1. Verbal reminders;
2. Mandatory training;
3. Written reminders;
4. Letters of counseling, concern, or censure;
5. Reassignment of duties;
6. Suspension with or without pay; and/or
7. Termination (regardless of tenure status).

XIII. Appeals

Complainants and Respondents may appeal the dismissal of a Complaint, a finding of a violation of the Policy, and/or a sanction consistent with the established appeal procedures described in the Grievance Procedures.

XIV. Amnesty for Students Who Report Sexual Discrimination, Sex-Based Harassment, or Retaliation

The University may offer amnesty for minor policy violations (such as underage drinking or recreational drug use) to encourage the reporting of Sex Discrimination, Sex-Based Harassment, or Retaliation by both individuals who have experienced these Policy violations and witnesses.

For example, the University may not take 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 Sex Discrimination, Sex-Based Harassment, or Retaliation to the University or law enforcement or participates in an such matter as a witness, if the University determines (i) that the violation occurred during or near the time of the alleged conduct; (ii) the student made the report, or is participating in an Investigation as a witness, in good faith; and (iii) the violation was not an act that was reasonably likely to place the health or safety of another individual at risk.

XV. Clery Act Compliance

In handling reports under the Policy, the University complies with the requirements of the Crime Awareness and Campus Security Act of 1990 ("Clery Act") and its amendments. This includes its crime recording and reporting requirements. Under certain circumstances, certain Confidential Employees may be required to share non-identifiable information with the University for Clery Act reporting purposes.

XVI. MOU with Local Law Enforcement

The University will pursue formalized agreements with (1) its local law enforcement agency and (2) a State designated rape crisis program and/or federally recognized Sexual Assault coalition. Agreements with law enforcement agencies must comply with Title IX and clearly state when the University will refer a matter to a local law enforcement agency. Agreements with rape crisis or Sexual Assault programs must formalize a commitment to provide trauma-informed resources to Complainants of Sex-Based Harassment.

XVII. Training

A. **Prevention and Awareness Education**

The University will develop and implement preventive and awareness education, directed toward both employees and students, to help identify and reduce the occurrence of Sex Discrimination, Sex-Based Harassment, or Retaliation. At a minimum, these educational initiatives must contain information regarding what constitutes Sex Discrimination, Sex-Based Harassment, or Retaliation definitions of Consent and prohibited conduct, the University's procedures, bystander intervention, risk reduction, and the consequences of engaging in prohibited conduct. These educational initiatives shall be for all incoming students and new employees. The University will also develop ongoing prevention and awareness campaigns for all students and employees addressing, at a minimum, the same information.

B. **All Employees**

The University will develop and implement training for all employees regarding the University's obligation to address Sex Discrimination, Sex-Based Harassment, or Retaliation. All employees shall be trained upon hire, upon change of position, and annually thereafter. Training materials must not rely on sex stereotypes. The training must include, at a minimum, the scope of conduct that may constitute Sex Discrimination, the definition of Sex-Based Harassment, and all applicable notification and information requirements that apply to each employee's specific designation (all employees, Confidential Employees, and Employees with Authority).

C. **Investigators, Decision-Makers, and individuals who are responsible for implementing grievance procedures or have the authority to modify or terminate Supportive Measures**

Investigators, Decision-Makers, and individuals who are responsible for implementing grievance procedures or have the authority to modify or terminate Supportive Measures must receive training on the topics required for all employees (above), as well as training on the following (to the extent of their responsibilities):

1. The University's responsibilities, including the scope of the University's Education Program or Activity and the University's obligations to address Sex Discrimination (see 34 C.F.R. § 106.44);

2. The University's Grievance Procedures (including how to conduct an investigation);

3. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;

4. The meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible (Impermissible Evidence) regardless of relevance; and

5. Issues related to dating violence, domestic violence, sexual assault, and stalking and conducting an investigation and hearing process that protects the safety of victims and promotes accountability.

D. **Facilitators of an Informal Resolution Process**

In addition to receiving the training required for all employees (above), facilitators of

informal resolution processes must be trained on the rules and practices associated with the University's informal resolution processes, and on how to serve impartially, including by avoiding conflicts of interest and bias.

E. **Title IX Coordinator and Designees**
In addition to all of the training requirements for all of the categories above, the Title IX Coordinator and any designees must be trained in their specific responsibilities, the specific actions required to prevent discrimination and ensure equal access (see 34 C.F.R. §§ 106.40(b)(3), 106.44(f) and (g)), the University's recordkeeping system and recordkeeping requirements, and any other training necessary to coordinate compliance with Title IX.

XVIII. Privacy

A Complainant may request that their name or other information be kept private and not disclosed to alleged Respondents or that no Investigation or disciplinary action be pursued to address Sex Discrimination, Sex-Based Harassment, or Retaliation.

The University supports an individual's general interest in privacy and will maintain records in a discreet manner. However, there are situations in which the University must override a request for privacy in order to meet its obligations. The University will act reasonably and in good faith to limit such disclosures, maintain them in a secure manner, and only share them with individuals who are responsible for handling the University's response to the allegations of Sex Discrimination, Sex-Based Harassment, or Retaliation. To the extent practicable, the University will notify individuals of the information that will be disclosed, to whom it will be disclosed, and why.

In addition, Employees must report allegations or reports of Sex Discrimination, Sex-Based Harassment, or Retaliation to the Title IX Coordinator consistent with this Policy. Employees should inform the Title IX Coordinator of any requests for privacy when making their report.

XIX. Confidentiality

Confidential information cannot be disclosed without authorization unless required by law or regulation. Confidential Employees are those who are generally exempt from reporting requirements. Examples include counseling center professionals, some health care providers, and clergy. Any disclosures made to Confidential Employees are exempted from disclosure obligations under federal and/or state law. As a result, Confidential Employees will not disclose identifiable information to the University's Title IX Coordinator or to any other person/entity without Consent, unless a legal exception applies.

Exceptions to a Confidential Employee's obligations may occur, for example, when they receive a report of child abuse or when disclosure is required to comply with a court order. As appropriate, Confidential Employees will inform those they counsel of procedures for reporting crimes on a voluntary, anonymous basis to the University Police for inclusion in the annual security report pursuant to the Clery Act.

More information regarding procedures related to confidentiality, including confidential resources, are available at the University Sex Discrimination and Title IX website.

XX. Recordkeeping

The University will maintain, for seven (7) years, records of: (a) each Complaint of Sex Discrimination,

records documenting the informal resolution process or grievance procedure, and the resulting outcome; (b) for each notification the Title IX Coordinator receives of information about conduct that reasonably may constitute Sex Discrimination, records documenting any action taken; and (c) all materials used for Title IX training of students or employees.

XXI. Campus Sexual Assault Climate Survey

At least every two (2) years, the University shall: (i) develop an appropriate Sexual Assault campus climate survey using nationally recognized best practices for research and climate surveys; and (ii) administer the Sexual Assault campus climate survey to students in accordance with the procedures set by MHEC. After completing the survey and consistent with MHEC procedures, the University shall submit to MHEC a report in accordance with the requirements set forth in Maryland Code Annotated, Education Article, Section 11- 601(g).

Related Policies:

USM Policy VI-1.60, Policy on Sexual Harassment

USM Policy VII-8.00, Policy on Grievances for Nonexempt and Exempt Staff Employees

USM Policy VII-8.05, Professional Conduct of Non-Exempt and Exempt Staff Employees

TU Policy 02-01.00, Policy on Appointment, Rank and Tenure of Faculty

TU Policy 02-01.05, Employment of Lecturers

TU Policy 02-04.00, Responsibilities and Procedures of the Faculty Grievance and Mediation Committee and the Faculty Hearing Committee.

TU Policy 06-01.00, Policy Prohibiting Discrimination

TU Policy 06-01.50, Policy on the Reporting of Suspected Child Abuse and Neglect

TU Policy 07-01.22, Separation for Regular Exempt Employees

TU Policy 07-05.25, Disciplinary Actions for Employees

TU Policy 07-06.30, Consensual Relations with Students

19.00 THE UNIVERSITIES AT SHADY GROVE

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

Please access the link **Safety & Security at USG** 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.

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: Annual Security Report (Clery) | The Universities at Shady Grove (umd.edu)

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Clery Act Statistics – The University at Shady Grove

The Universities at Shady Grove[1]					
Crime Report Statistics [4]					
Category	Year	On Campus	Non-Campus Buildings or Property	Public Property[2]	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/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 (3)	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
	2023	0	0	0	0

Domestic Violence (5)	2022	0	0	0	0
	2021	1	0	0	1
Dating Violence (5)	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Stalking (5)	2023	0	0	0	0
	2022	0	0	0	0
	2021	1	0	0	1

Arrest Statistics					
Category	Year	On Campus	Non-Campus Buildings or Property	Public Property (2)	Total
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
Weapons Law: Arrests	2023	0	0	0	0
	2022	0	0	0	0
	2021	1	0	0	1

Campus Disciplinary Referrals(6)					
Category	Year	On Campus	Non-Campus Buildings or Property	Public Property (2)	Total
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
Weapons Law: Referrals	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

Unfounded Reports (7)					
Unfounded Reports (7)	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

Footnotes:	
1	The Universities at Shady Grove (USG) is a Regional Center for the University System of Maryland (USM). Degree programs 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 USG and their home campuses.
2	Statistics listed in the "Public Property" category include those that took place off campus, on public property immediately adjacent to and accessible from the campus, but not on USG 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 of 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 Department. (which includes all Rockville City Police Department records) and the Maryland State Police. This chart additionally includes 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.

20.00 UNIVERSITY SYSTEM OF MARYLAND AT HAGERSTOWN

The University System of Maryland at Hagerstown (USMH) is a regional center located in Hagerstown, Maryland that supports programs from nine universities including Towson University, within the University System of Maryland. Students attend classes at USMH but are still considered students of their "home campus." In addition, employees at USMH can be affiliated with any of the nine universities.

Please access the link: Safety & Campus Alerts | USMH (usmd.edu) for the USMH *Clery Act* information.

Clery Act Statistics – University System of Maryland Hagerstown

The University System Maryland at Hagerstown					
Crime Report Statistics					
Category	Year	On Campus	Non-Campus Buildings or Property	Public Property	Total
Murder & Non-	2023	0	0	0	0
	2022	0	0	0	0

Negligent Manslaughter	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	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	1	0	0	1
Dating 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

Arrest Statistics					
Category	Year	REPORTING AREAS 060301,060570, 060580, 060590, 060591 & 060901 On Campus	Non-Campus Buildings or Property	Public Property	Total
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
Weapons Law: Arrests	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

Campus Disciplinary Referrals					
Category	Year	On Campus	Non-Campus Buildings or Property	Public Property	Total
-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
Weapons Law: Referrals	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

Unfounded Reports					
Unfounded Reports	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

21.00 UNIVERSITY SYSTEM OF MARYLAND AT SOUTHERN MARYLAND

The University System of Maryland at Southern Maryland (USMSM) is a regional center located in California, Maryland that supports programs from nine universities including Towson University, within the University System of Maryland. Students attend classes at USMSM but are still considered students of their "home campus." In addition, employees at USMH can be affiliated with any of the nine universities.

Clery Act Statistics – University System of Maryland at Southern Maryland

The University System of Maryland at Southern Maryland					
Crime Report Statistics					
Category	Year	On Campus	Non-Campus Buildings or Property	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	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
	2023	0	0	0	0

Domestic Violence	2022	0	0	0	0
	2021	0	0	0	0
Dating 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

Arrest Statistics					
Category	Year	On Campus	Non-Campus Buildings or Property	Public Property	Total
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
Weapons Law: Arrests	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

Campus Disciplinary Referrals					
Category	Year	On Campus	Non-Campus Buildings or Property	Public Property	Total
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
Weapons Law: Referrals	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

Unfounded Reports					
Unfounded Reports	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0