



# ANNUAL SECURITY REPORT

**For Calendar Years 2023, 2022, and 2021**

**Published in 2024**

**Office of Public Safety and Emergency Management**

This report is available in an alternate format upon request, under the Americans with Disabilities Act, by contacting the Office of Compliance at 240-567-7396.

Montgomery College is a public higher education institution committed to equal opportunity.

## TABLE OF CONTENTS

Introduction	1
Message from the Director of Public Safety, Health and Emergency Management	2
Section I—Office of Public Safety, Health and Emergency Management	
Staffing and Patrol	3
Public Safety Authority and Jurisdiction	3
Emergency Response Partners (Nonemergency Numbers)	3
Training	3
2023 Officer Trainings	4
Reporting a Crime or Emergency	4
Emergency Telephones	5
Daily Crime/Incident Logs	5
Crime Prevention Tips	5
Crime Prevention and Education Programs	6
Active Threat Training	6
Escort Program	6
Facility Access and Maintenance	7
Section II—Campus Security Authorities (CSA)	
Roles and Responsibilities of a CSA	8
CSA Training	8–9
Section III—Timely Warning	
Timely Warning Definition	10
Timely Warning Notification (MC Crime Alerts)	10
Procedures for Issuing Crime Alerts: Rave System	10
Public Safety Advisory	10
Section IV—Emergency Operations	
Emergency Operations Plan (EOP)	11
Purpose	11
The EOP Plan (three sections)	11
The Continuity of Operations Plan (COOP)	11
Updates	11
Emergency Response Actions	11
National Incident Management System (NIMS)—Incident Command System (ICS)	12
Emergency Procedures	12
Emergency Notifications	13
MC Alerts for Montgomery College Students, Employees and Community Members	13
Evacuation Areas	14
Evacuation Tests	14
Behavioral Intervention Teams (BIT)	14

## TABLE OF CONTENTS (continued)

Section V—Clery Crime Definitions and Crime Statistics	
Clery Act Crime Reporting	15
Clery Act Geography	15
Clery Act Crime Definitions	15–17
Clery Act Crime Statistics	18–22
Section VI—Violence Against Women Act Reauthorization Act of 2022 (VAWA) and Campus Sexual Violence Elimination Act (SaVE) Compliance	
VAWA Definitions	23
Maryland Law Definitions for Domestic Violence Abuse	23-24
Maryland Law Definitions for Sexual Assault	24
Maryland Civil Protection Orders	25
Clery Act Amendment—Sex Crimes Prevention Act (Registered Sex Offenders)	25
VAWA Crime Statistics	26–27
Section VII—Sexual Misconduct Policy and Procedures	
Montgomery College Sexual Misconduct Policy Statement	28
Definitions	28-29
Who Is Covered by the Sexual Misconduct Policy?	29
Reporting and Confidentiality	30–31
Resources External to the College	31–32
Internal Title IX Confidential Resources	32
College Aid to Victims of Sexual Misconduct	32
Investigation and Timeframe	32
Grievance—Resolution and Sanctions	32-33
Evidentiary Standard	33
Good Faith Reporting	33
Retaliation	33
Sexual Assault Education and Information	33-34
Sexual Assault Awareness and Prevention Programs	34
Bystander Intervention Training	34
Dating Violence, Domestic Violence, Sexual Assault and Stalking Prevention Programs	34
Section VIII—Drug/Alcohol Abuse Prevention, Policy, Programs, and Sanctions	
Policy on Drug and Alcohol Abuse Prevention	35
Drug/Alcohol Prevention and Awareness Programs for Students	35
Employee Substance Abuse Awareness and Notification Procedures	36
Drug and Alcohol Abuse Prevention Programs for Employees	36
Faculty/Staff Assistance Program (FSAP)	36
Tip Sheets	36
New Employee Orientation	36
Staff Enrichment Day	36
Workshop Objectives	37
Prevention of Workplace Violence Workshops	37
Employee Handbook	37

## TABLE OF CONTENTS (continued)

Table 1: Description of Risks Associated with the Use of Illicit Drugs and Abuse of Alcohol	38
Drug and Alcohol Abuse Treatment Resources and Clinical Services	39-41
Local, State, and Federal Sanctions	41-42
Table 2: Federal Trafficking Penalties	43
Table 3: Federal Trafficking Penalties—Marijuana	44
Section IX—College Policies and Procedures Related to Clery Act	
College Policies and Procedures	45
Attachments	
Crime Alert Timely Notice and Incident Notification	I
Drug and Alcohol Abuse Prevention, Policy 31005 and Procedure 31005CP	II
Sexual Misconduct, Policy 31001 and Procedure 31001CP	III
Prevention of Bullying and Workplace Violence, Policy 31011 and Procedure 31011CP	IV
Hate/Violence Activity, Policy 31002 and Procedure 31002CP	V
Protection of Minors, Policy 75005 and Procedure 75005CP	VI

## INTRODUCTION

Montgomery College's Annual Security Report is prepared and distributed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Higher Education Opportunity Act (HEOA), and all implementing regulations issued by the U.S. Department of Education (34 C.F.R. Part 668.46).

The College's Office of Public Safety, Health and Emergency Management composes the Annual Security Report. The Annual Security Report contains three years (calendar years 2021, 2022 and 2023) concerning reported Clery crimes that occurred on campus; public area contiguous to the campus; or property owned, leased, or controlled by Montgomery College. The Office of Public Safety, Health and Emergency Management compiles the statistical information based not only on information it receives directly, but also from crimes reported to (a) campus officials designated as "campus security authorities" (as that term is defined in the regulations) and (b) crimes reported to local law enforcement agencies.

All employees and members of the College community are notified by email that the Annual Security Report has been posted on the College's website—and can be accessed at the following web address: <https://www.montgomerycollege.edu/documents/life-at-mc/public-safety/annual-security-report.pdf>

Also, as required by the Clery Act, information concerning our compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (amends the Higher Education Act) is contained in this report. The Drug-Free Schools and Communities Act Amendments of 1989 require the College to conduct a written biennial review to determine the effectiveness of drug and alcohol abuse prevention programs for both students and employees. The findings of the review are used to implement any needed changes to the programs and to ensure that sanctions developed for violating standards of conduct are enforced consistently. A copy of the College's Drug-Free Schools and Community Act Biennial Review can be accessed at the following web address: [montgomerycollege.edu/heoa](https://www.montgomerycollege.edu/heoa).

Hard copies of this report will be provided upon request by contacting a campus Office of Public Safety, Health and Emergency Management or the Clery Compliance Office at 240-567-4264.

## **A MESSAGE FROM THE DIRECTOR OF PUBLIC SAFETY, HEALTH AND EMERGENCY MANAGEMENT**

Dear Members of the Campus Community:

I want to thank you for your interest in the Annual Security Report covering calendar years 2021, 2022, 2023; published in 2024. The Office of Public Safety, Health and Emergency Management works with many offices at Montgomery College to publish accurate and important safety information. We also publish the report to comply with the important provisions of the Clery Act.

Campus safety and compliance with the Clery Act should be a part of everyone's responsibility here at Montgomery College. We encourage you to review the information we have made available to you. You will find valuable information about the College, including descriptions of certain services and programs that we provide, our strong commitment to victims of crimes, and the extensive services we make available to them. Lastly, you will find important information about security policies and procedures on our campus, crime data, and crime prevention information.

The Office of Public Safety, Health and Emergency Management continues to work with the Montgomery College community to make this a safe, comfortable, and welcoming environment for all students, faculty, staff, and visitors. As a valued member of our community, we solicit your assistance and suggestions in responding to crime and safety issues on the campuses. Please familiarize yourself with the resources available to assist you during any emergency situation. If you have any questions or would like more information regarding campus safety and security or this report, please contact me at 240-567-4264 or visit the Office of Public Safety, Health and Emergency Management website at [montgomerycollege.edu/publicsafety](http://montgomerycollege.edu/publicsafety).

Adam Reid  
Director of Public Safety, Health, and Emergency Management  
Montgomery College

## **SECTION I—OFFICE OF PUBLIC SAFETY, HEALTH AND EMERGENCY MANAGEMENT**

### **Staffing and Patrol**

Montgomery College is a nonresidential, open-access college located on three main campuses and other locations across Montgomery County. The Office of Public Safety, Health and Emergency Management is a part of Administrative and Fiscal Services, with locations at:

- Germantown Campus
- Rockville Campus
- Takoma Park/Silver Spring Campus
- East County Education Center
- Central Services Building

The Office of Public Safety, Health and Emergency Management operates 24 hours per day, seven days per week. Officers wear a College-approved uniform, making them highly visible to the campus community, and perform regular patrols using marked public safety vehicles and on foot. Officers are responsible for securing College buildings, responding to calls for service, preparing incident reports, and conducting investigations.

### **Public Safety Authority and Jurisdiction**

The Office of Public Safety, Health and Emergency Management employs public safety officers, campus police officers, and dispatchers. Campus public safety officers have authority, under the Maryland Higher Education Article, to ask individuals for identification to determine whether they have lawful business at the College; however, they do not possess arrest powers. Campus police officers have authority, under Maryland law as Special Police, affording them law enforcement and arrest powers on all College property. Both classifications of officers are authorized to patrol and respond to incidents on College owned or controlled property. Local police departments, which have jurisdiction at each campus, may be contacted (or requested by the victim of a crime) to assist with incidents or investigate crimes. Public safety dispatchers answer the central public safety telephone line, gather information from callers and when appropriate, dispatch an officer to the location where service is being requested.

The Office of Public Safety, Health and Emergency Management at Montgomery College maintains a highly professional working relationship with the Gaithersburg Police Department, Montgomery County Police Department, Rockville City Police Department, Takoma Park Police Department, Maryland State Police and other state agencies as needed. While no formal memoranda of understanding are in place, emergency response partners work closely with the College administration to address problems and maintain a proactive approach to campus safety.

### **Emergency Response Partners (Nonemergency Numbers)**

Montgomery County Police Department, 301-279-8000  
Rockville City Police Department, 240-314-8900  
Takoma Park Police Department, 301-270-3100  
Gaithersburg Police Department, 301-258-6400  
Maryland State Police Barrack N, 301-424-2101  
Montgomery County Fire and Rescue Service, 240-683-6520

### **Training**

The Office of Public Safety, Health and Emergency Management employs professional public safety staff members who receive ongoing, year-round training on various topics related to safety and campus law enforcement in higher education. The following is a list of training delivered during the 2023 calendar year.

## 2023 Officer Trainings

- *Active Shooter Response Training*
- *Asbestos Safety*
- *Bloodborne Pathogen Training*
- *Bystander Intervention*
- *Clery Training*
- *CPR/AED Training*
- *Cultural/Human Diversity*
- *Critical Incident Response*
- *Crowd Management*
- *Dispatcher Professionalism and Customer Service*
- *Emotional Intelligence for Law Enforcement*
- *Effective Communication*
- *Ethics at Montgomery College*
- *Ethics in Law Enforcement*
- *Federal and State Laws Governing Sexual Assault Response*
- *FEMA: Numerous Independent Study courses*
- *First Aid*
- *Hazard Communication*
- *Hazmat First Responder Operations Training*
- *Human Relations for Law Enforcement*
- *Implicit Bias & Bias Free Policing*
- *Mental Health First Aid*
- *Opioid Overdose Emergency Response (Narcan/Naloxone)*
- *Prevention of Sexual Harassment and Workplace Discrimination*
- *Physical Health for Law Enforcement*
- *Recognizing and Preventing Child Sexual Abuse*
- *Verbal De-escalation*

Members of the public safety leadership team retain professional memberships with national organizations such as the Clery Center, International Association of Campus Law Enforcement Administrators, National Association of Clery Compliance Officers, International Association of Emergency Managers, and Law Enforcement Executive Development Association. These organizations provide specialized topics, training, and information crucial to keeping leadership abreast of current industry topics and regulatory compliance requirements.

### **Reporting a Crime or Emergency**

All students and employees are encouraged to report if they are the victim of a crime, observe a crime in progress, or believe a crime may be in progress. If a life-threatening emergency is taking place, call **911** first, then call the Office of Public Safety, Health and Emergency Management. Officers are required to record any crime information reported to them, but do not have authority to maintain complete confidentiality. Personal identifying information will not be published and will only be shared with College officials on a need-to-know basis. Montgomery College does not have an officially recognized student organizations that own or control property that would be subject to noncampus location crime reporting.

When circumstances necessitate the involvement of external law enforcement agencies, the Office of Public Safety, Health and Emergency Management works closely with external law enforcement agencies.

*Safety on campus is a shared responsibility—and students and employees are encouraged to carry a cell phone to report emergencies and receive county and College alerts.*



## **All local police organizations, 911**

### **Germantown Campus**

240-567-3333 (on campus, x7-3333)  
Student Affairs and Science Building (SA), Rm. 282

### **Rockville Campus**

240-567-3333 (on campus, x7-3333)  
Student Services Center (SV), Rm. 122

### **Takoma Park/Silver Spring Campus**

240-567-3333 (on campus, x7-3333)  
Student Services Center (ST), Rm. 117

All **noncampus locations including Community Engagement Centers** should call **911** and then notify the appropriate College administrator. If the emergency is at a Montgomery County Public Schools (MCPS) site, call **911** first and then call MCPS security at 301-279-3232.

## **Emergency Telephones**

Emergency telephones are located in all campus elevators and at numerous internal and external campus locations. The telephones automatically dial the nearest Office of Public Safety, Health and Emergency Management. Calls received from emergency telephones are recorded and identified by location.

As an added security measure, outdoor emergency telephones are located at strategic points throughout campuses, including parking lots and garages. The telephones are easily identified by the word "Emergency," and upon activation, provide direct contact to the nearest Office of Public Safety, Health and Emergency Management. Unique location-specific markings such as "G1" and the direct public safety phone number are posted above each telephone as an added measure to help the caller identify their specific location, if they choose to call via cell phone from the area where they are located.

## **Daily Crime/Incident Logs**

Daily Crime/Incident Logs are maintained in each campus Office of Public Safety, Health and Emergency Management. All crimes reported to the campus public safety office and campus security authorities (CSAs) are maintained in the Daily Crime/Incident Logs. The most current 60 days of information is available and open to public inspection. Archived records (up to seven years old) are available and access may be requested by calling the Clery compliance manager at 240-567-4264. Information shall be made available within two business days of the request for public inspection.

## **Crime Prevention Tips**

- ✓ Be aware of your surroundings and be alert to the presence of strangers.
- ✓ Avoid potentially dangerous situations.
- ✓ Park and walk in well lit, frequently traveled areas,
- ✓ Avoid walking alone at night.
- ✓ Utilize campus escort services provided by public safety.
- ✓ Learn where emergency telephones are located on the campus.
- ✓ Program campus public safety numbers into your cell phone.
- ✓ Always lock your vehicle and do not leave valuables in plain view.
- ✓ Do not leave personal items unattended at any time.
- ✓ Always report suspicious persons or activities to your campus public safety office.

## Crime Prevention and Education Programs

The Office of Public Safety, Health and Emergency Management provides crime prevention programs and materials to employees and students on topics ranging from personal safety to property protection ongoing throughout the year. Departments or student organizations may contact a campus public safety manager or the emergency management and outreach coordinator to request a presentation. Information is provided through the distribution of brochures as well as presentations during new employee and new student orientation sessions. Regular participation in student and staff resource fairs provides additional opportunities to share crime prevention information with the campus community. Beginning in September 2019, in recognition of National Campus Safety awareness month, special fairs were held on each campus to bring specific attention to the issue of safety and crime prevention on campus. In September 2021, during the pandemic, National Campus Safety awareness month activities were conducted remotely in partnership with the Student Health and Wellness (SHaW) Center. In person fairs resumed in September 2022.



## Active Threat Training

The Office of Public Safety, Health and Emergency Management created a unique training opportunity for employees: How to Respond to an Active Threat on Campus. College employees complete the mandatory training through MC Learns as a part of required and ongoing employee training. The training is designed to provide participants with realistic response actions if they were to be involved in an active shooter/attacker event. The training uses the Department of Homeland Security's strategy of "Run, Hide, Fight." This strategy moves beyond the traditional "lockdown" method, which has proven to be insufficient in properly protecting students, faculty, and staff in active shooter events.

## Escort Program

The Office of Public Safety, Health and Emergency Management provides an Escort Program for members of our community. Anyone who feels uncomfortable walking to their vehicle or between facilities may contact a public safety office at any campus (**240-567-3333**) for a walking escort. When requesting an escort, an individual will need to provide their name and location to the dispatcher so an officer can be sent to their location in a timely manner. Please keep in mind that response times may be delayed by campus incidents or emergencies. This program does not provide service for escorting individuals off campus. This service is available 24 hours a day, seven days a week.

## Facility Access and Maintenance

Montgomery College is a public institution and generally accessible during normal business hours or while classes are in session. College buildings are secured by the Office of Public Safety, Health and Emergency Management, with limited access after 11 p.m. and before 6 a.m. on weekdays. For after-hours or weekend access, authorized users must obtain permission in accordance with campus-specific procedures and contact the Office of Public Safety, Health and Emergency Management once on-site to gain admittance. Offices and locations containing valuable property and/or confidential material are equipped with controlled access locks to prevent unauthorized entry.

Security cameras installed throughout the campus enhance personal safety, deter crime, and assist during criminal investigations. Security cameras are used in a manner compliant with all federal, state, and local laws and will preserve privacy rights of faculty, staff, students, and visitors in their personal and professional activities. The Office of Public Safety, Health and Emergency Management also maintains a network of door alarms that alert officers upon unauthorized access or when a door has been propped open.

While on routine patrol, officers are alert for hazards or safety issues such as burned out lights, broken doors or unsafe conditions. Serious safety issues and hazards are immediately initiated for repair through a work order with facilities. Anyone who identifies a maintenance or repair issue may report it to the campus facilities help desk. A work order will be issued to allow customers to inquire about the status of their request. The Office of Public Safety, Health and Emergency Management is proactively involved in the environmental security design and planning for campus facilities renovations and projects.

Contact information for each campus is listed below.

Germantown:	<b>240-567-7807</b>	<a href="mailto:GTFacilitiesHelpDesk@montgomerycollege.edu">GTFacilitiesHelpDesk@montgomerycollege.edu</a>
Rockville:	<b>240-567-5073</b>	<a href="mailto:RVFacilitiesHelpDesk@montgomerycollege.edu">RVFacilitiesHelpDesk@montgomerycollege.edu</a>
Takoma Park/Silver Spring:	<b>240-567-1563</b>	<a href="mailto:TPFacilitiesHelpDesk@montgomerycollege.edu">TPFacilitiesHelpDesk@montgomerycollege.edu</a>
Central Facilities:	<b>240-567-4339</b>	<a href="mailto:CTFacilitiesHelpDesk@montgomerycollege.edu">CTFacilitiesHelpDesk@montgomerycollege.edu</a>

Service requests on noncampus-leased properties should be directed to the building property management staff. Hazards or serious safety issues may be reported to a campus Office of Public Safety, Health and Emergency Management.

## SECTION II—CAMPUS SECURITY AUTHORITIES (CSA)

### Roles and Responsibilities of a CSA

The Clery Act requires all institutions to collect crime reports from various individuals and organizations identified as CSAs or campus police/public safety. Their function is to collect and report “in good faith” crimes that include: homicide, murder/non-negligent manslaughter, negligent manslaughter, sex offenses (rape, fondling, incest, and statutory rape), robbery, aggravated assault, burglary, motor vehicle theft/attempted theft, arson, liquor law violations, drug-related law violations, weapons law violations, domestic violence, dating violence, stalking and other crimes manifesting hate or bias.

The Clery Act also mandates that institutions disclose statistics for crimes reported to local police agencies and crimes reported to 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.

The Clery Act defines a CSA as:

- ✓ A campus law enforcement unit;
- ✓ Any individual or individuals who have responsibility for campus security, but who do not constitute a campus security department, such as an individual who is responsible for monitoring entrance into school property, including access monitors;
- ✓ An individual or organization specified in a school’s campus security statement as the individual or organization to which students and employees should report criminal offenses; or
- ✓ An official of a school who has significant responsibility for student and campus activities including, but not limited to, student housing (not applicable at Montgomery College), student discipline, and campus judicial proceedings.

However, the Clery Act exempts individuals from serving as campus security authorities if they serve in positions of a pastoral or professional counselor(s). Montgomery College does not employ these positions.

While we encourage the reporting of campus criminal activity that occurs within the geographic area, as defined by the Clery Act, directly to the Office of Public Safety, Health and Emergency Management, in some instances members of the campus community may choose to file a report with other campus security authorities. CSAs should immediately report the criminal activity to the appropriate campus Office of Public Safety, Health and Emergency Management, who will prepare an incident report. Annually, the Office of Public Safety, Health and Emergency Management sends emails to CSAs to solicit information on alleged crimes that were reported in good faith.

### CSA Training

The CSA training PowerPoint is available via MC Learns, the College’s online learning platform. The Clery compliance manager will monitor, through MC Learns, who has taken the online training and make the necessary CSA training documentation. Onsite CSA training will also be conducted. If a CSA has completed the online training via MC Learns, their attendance at the onsite training is not necessary, but they are still welcome to attend. The dates, times, and locations of the onsite training will be announced. The campus community is encouraged to review the CSA training PowerPoint through MC Learns to keep abreast of the definition, duties, and responsibilities of the MC CSA.

The College conducts an annual assessment of roles and functions to determine if CSAs should be removed or added to the list. The positions, including but not limited to the following, have been identified as CSA positions:

- *All Parking Lot and Parking Garage Attendants*
- *All Public Safety Staff—uniformed patrol and administrative*
- *All Student Life Club Advisors*
- *Associate Senior Vice Presidents for Academic Affairs*
- *Associate Deans of Student Affairs*
- *Associate Senior Vice President for Student Affairs*
- *Athletic Coordinators, Coaches, and Trainers*
- *Campus Deans*
- *Chief Equity and Inclusion Officer*
- *Child Care Services Manager*
- *Collegewide Athletic Coordinator*
- *Collegewide Director ACES Program*
- *Deans of Instruction*
- *Deans of Student Affairs*
- *Deputy Title IX Coordinator*
- *Director of Athletics*
- *Director of Dual Enrollment*
- *Director Student Affairs and Initiatives*
- *Early College Program Staff*
- *Employment and Labor Relations Director III*
- *Human Resources Manager*
- *International Student Coordinators*
- *Senior Vice President for Student Affairs*
- *Student Conduct Program Coordinator*
- *Student Employment Specialists*
- *Student Life Directors*
- *Study Abroad Advisors*
- *Study Abroad Coordinator*
- *Director of ADA Compliance and Title IX Coordinator*
- *Vice President of Workforce Development & Industry Partnerships*

Contact information for the individuals occupying the positions above can be found in the collegewide people directory or by visiting the respective office.

## **SECTION III—TIMELY WARNING**

### **Timely Warning**

The Office of Public Safety, Health and Emergency Management is required to provide prompt notification to the campus community, in compliance with the “Timely Notice” provisions of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, for Clery crimes occurring within our Clery geography that pose an ongoing threat to members of the campus community. The intent of a warning regarding a criminal incident(s) is to enable people to protect themselves.

### **Timely Warning Notification (MC Crime Alerts)**

Crime victims and witnesses are strongly encouraged to immediately report crimes to the Office of Public Safety, Health and Emergency Management as well as the appropriate police agency. Prompt reporting will assure timely warning notices on campus and disclosure of crime statistics. Timely Warning Crime Alerts will be issued for Clery Act crimes within Clery Act geography that are determined to pose a serious or ongoing threat. It is standard procedure that each campus public safety officer will complete a written incident report within 24 hours for all reportable incidents pursuant to 20 United States Code Section 1092 (f), the Jeanne Clery Disclosure of Campus Security Policy, and Campus Crime Statistics Act. Each campus public safety manager is responsible for ensuring proper report classification, utilizing the FBI’s Uniform Crime Reporting (UCR) procedures.

### **Procedures for Issuing Crime Alerts: Rave System**

1. Crime alerts are drafted by the campus public safety manager and/or public safety supervisor and approved by the director of public safety, health and emergency management or designee.
2. Notification shall be made by conspicuously posting bright red crime alert flyers around campus, as well as the campus public safety manager or designee transmitting an email to employees and students using the Rave system.
3. Notification shall be made in a timely manner. If the incident is a delayed report (more than 24 hours) by the victim, then the time and date the victim reported the incident would also be included in the alert.
4. Crime alerts should utilize the established format and include the information noted on the crime alert form. (Attachment 1)
5. Provided the guidelines are met, nothing should be included in the crime alert that would hinder an ongoing police investigation.
6. The crime alert will not include victim’s personal identification information such as name and address.
7. The general description of the location shall be given such as but not limited to: Montgomery College (Germantown Campus, Rockville Campus, or Takoma Park/Silver Spring Campus) building, physical address, etc.
8. Crime alert flyers posted on College property shall be removed after being posted for a minimum three-day period.
9. Each campus public safety manager shall maintain a record of all crime alerts published.

### **Public Safety Advisory**

The Clery Act states that it is mandatory to issue timely warnings for all Clery crimes occurring in the campuses’ geography considered by the institution to represent a serious or continuing threat to students and employees. However, as per Clery, notifications to the campus community should not be limited to Clery crimes. The Office of Public Safety, Health and Emergency Management has an established procedure to issue notice to the campus community regarding incidents, not classified as Clery crimes, that may represent a serious or continuing threat to students and employees. This is accomplished through a public safety advisory. Public safety advisories are transmitted by email using the Rave system to the College community to increase awareness of a possible risk and to encourage crime prevention and safety practices.

## SECTION IV—EMERGENCY OPERATIONS

### Emergency Operations Plan (EOP)

Montgomery College is committed to providing a safe and secure environment for its students, employees, and visitors to learn, work, and enjoy campus facilities. As part of that commitment, the College has developed a comprehensive EOP to prepare for and respond to both man-made and natural emergencies occurring on one or more of the campuses or in the local community. Quick references for employees and students on how to respond to emergencies on campus or the community can be found by visiting [montgomerycollege.edu/emergency](http://montgomerycollege.edu/emergency).

### Purpose

The purpose of the Montgomery College EOP is to provide guidelines, assign responsibilities, and increase awareness in responding to emergencies that may impact the Montgomery College community.

### The EOP consists of three sections:

1. Administration: provides guidelines to follow when planning or responding to emergencies.
2. Crisis Classification: emergency response classification and communication.
3. Incident Command: roles and responsibilities for emergency responders.

**The Continuity of Operations Plan (COOP)** is an all-hazards confidential plan for emergencies that will allow the College to continue its essential functions for an extended period.

- The EOP is supported by the Emergency Guidelines for Individuals with Disabilities: [montgomerycollege.edu/counseling-and-advising/disability-support-services](http://montgomerycollege.edu/counseling-and-advising/disability-support-services) and the COOP.
- Information pertaining to the emergency operations plans is available on the College's website at: [montgomerycollege.edu/emergency](http://montgomerycollege.edu/emergency).

### Updates

The director of public safety, health and emergency management is responsible for the regular review and updating of the plan.

### Emergency Response Actions

The response actions of emergency personnel are guided by the College's commitment to:

- Preventing or minimizing harm or injury to individuals,
- Minimizing damage to College assets,
- Effectively communicating to the College community information concerning a potential emergency, during an emergency, and after an emergency,
- Restoring normal operations in the shortest possible time frame,

Montgomery College public safety officers will respond immediately to an emergency and determine its priority based on one of the five FEMA Crisis Classifications cited below:

- Level 1: Isolated Incident, which is an incident that has no impact on operations and is resolved by responding staff.
- Level 2: Minor Incident, which is an incident limited in scope and area with minimal impact on normal operations and is quickly resolved with internal resources or limited help from external organizations.
- Level 3: Major Critical Incidents, consist of active or imminent life-safety emergencies, which means an incident that has a major impact on the safety of the College community and possibly the surrounding community, which requires assistance from external organizations.

- Level 4: Collegewide Emergencies, those affecting operations on all campuses and locations throughout the county, such as widespread power failures or compromised technology systems.
- Level 5: Disasters, regional or national incidents affecting College operations, such as significant weather events and pandemics.

**National Incident Management System (NIMS)—Incident Command System (ICS)**

The College’s approach to managing an emergency is based on the National Incident Management System (NIMS), which includes the Incident Command System (ICS). ICS provides a common organizational structure, common terminology, and operating procedures; establishes a clear chain of command for effectively managing an incident; and provides for effective interfacing with College personnel and emergency agencies. Moreover, ICS focuses on the rapid identification of a potential emergency, building evacuation or denial of entry, quick notification of the proper authorities, and initiation of mitigation and recovery efforts in conjunction with emergency agencies.

**Emergency Procedures**

The College will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The director of public safety, health and emergency management or designee has primary responsibility for assessing and confirming the presence or threat of a dangerous situation, generally through information provided by public safety officers on the scene or in direct communication with other public safety officials. The director may consult with campus facilities or the Office Public Health and Environmental Safety on matters involving utility outages, building equipment failures, hazardous materials, or pandemic health risks.

Montgomery College has outlined emergency procedures for the following events:

Active shooter/ hostage situation	Swimming pool incident
Bomb threat	Gas leak
Medical	Utility outage and building equipment failure
Campus demonstrations	Hazardous material spill or release
Pandemic influenza	Weather
Crime	Earthquakes
Suspicious packages and envelopes	Shelter in place
Fire	

Information is available on the website at: [montgomerycollege.edu/emergency](http://montgomerycollege.edu/emergency).

Public safety officers are CPR/First Aid certified and receive annual training on responding to hazardous materials. Critical steps initiated by first responders reduce the risk of harm to life, property, and the environment.



## Emergency Notifications

The Office of Public Safety, Health and Emergency Management and the Office of Communications will, without delay (taking into account the safety of the campus community), determine the content of the notification and initiate the notification system, unless it will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The core content is predeveloped on templates that are able to be modified to reflect dates, times and specific information about the notice. Notifications may be segmented if the situation warrants and the campus or location will be specified in the body of the message. Notifications of emergencies and changes to Montgomery College's operational status will be communicated to the entire College community and the greater community outside the College through one or more of the following means:

1. College emergency responders: public safety officers and law enforcement officials.
2. MC Alert. Registered users receive text and email messages. Registration information at [montgomerycollege.edu/emergency](http://montgomerycollege.edu/emergency).
3. Montgomery College Emergency Desktop Notification (ALERTUS). Scrolling messages are broadcast on College computers.
4. Montgomery College website at [montgomerycollege.edu](http://montgomerycollege.edu).
5. MyMC website at [mymc.montgomerycollege.edu](http://mymc.montgomerycollege.edu).
6. MyMC student email system.
7. Montgomery College employee voice mail. From off-site, dial 240-567-1701.
8. Montgomery College employee email. From off-site, [mail.montgomerycollege.edu](mailto:mail.montgomerycollege.edu).
9. Montgomery College main phone number at 240-567-5000.
10. Mass Notification Message Boards. Emergency messages will appear on screens located in academic classrooms, common spaces and hallways.
11. Montgomery College cable channel 10 in Montgomery County.
12. Commercial radio and TV stations including:
  - WTOP (103.5 FM)
  - WFRE (99.5 FM), Frederick
  - WAMU (88.5 FM)
  - WFMD (930 AM), Frederick
  - WMAL (630 AM)
  - Channel 4 WRC
  - Channel 5 WTTG
  - Channel 7 WJLA
  - Channel 9 WUSA
  - News Channel 8

All inquiries from the news media regarding an emergency event should be directed to the College's Office of Communications.

### **MC Alerts for Montgomery College Students, Employees and Members of the Larger Community**

Montgomery College regards the safety and security of our students, employees and College visitors as a top priority. The College employs an emergency notification system, MC Alert, to communicate information about emergency situations, school closings, and delays. MC Alerts are communicated as text messages, emails, notifications to College computers, alerts on the College's and MyMC websites, posts on the Montgomery College Facebook and Twitter pages, as well as messages on some digital signs on College property.

To enhance its emergency notifications, the College uses Rave Mobile Safety, a leading emergency notification platform for colleges and universities.

MC students and employees are automatically subscribed to MC Alert via their MyMC login. The default delivery method is a student or employee email issued by the College. **The College strongly encourages students and employees to register to receive text messages to your cell phones and personal emails (Gmail, Yahoo, etc.).** College students and employees are responsible for managing their contact information and communication preferences. Members of the larger community, such as neighbors and parents, who are interested in receiving information and notification regarding emergencies on campus, can get that information by visiting the College's website and opting in to receive MC Alerts by visiting the MC Alert website at: [montgomerycollege.edu/emergency](http://montgomerycollege.edu/emergency)

### **Evacuation Areas**

Each building has been assigned a specific external emergency evacuation area where persons should remain until receiving further instructions. Emergency evacuation area maps are posted in all buildings collegewide and can be accessed on the Montgomery College website at [montgomerycollege.edu](http://montgomerycollege.edu) and on the College's Emergency website at: [montgomerycollege.edu/emergency](http://montgomerycollege.edu/emergency). Evacuation Maps are conspicuously posted in buildings to guide persons in the event of an emergency.

### **Evacuation Tests**

Montgomery College performs at minimum, an annual announced test of its emergency response and evacuation procedures. The test is documented by recording a description of the exercise, the date, time, and whether the test was announced. Prior to the exercise, emergency response and evacuation procedures are publicized. After the exercise, an assessment and evaluation are conducted.

### **Behavioral Intervention Teams (BIT)**

Collegewide and campus-based Behavioral Intervention Teams (BIT) were created to identify students who could benefit from assessment, support, or counseling before a threatening situation might occur. The purpose of a BIT is preventive—and a student identified as a student of concern or contacted by a BIT may or may not have violated the Student Code of Conduct or other College policies. The mission of the BIT is to help maintain a healthy, safe, and secure environment for all students, faculty, and staff that is free of intimidation and harm by systematically addressing behaviors of concern. The BIT cannot guarantee anyone's safety and is not a group of first responders. With help from the College community, behaviors of concern can be identified and addressed in an effort to avert potential problems or incidents.

Campus-based teams are responsible for reviewing, investigating, and assessing behaviors of concern. They evaluate situations to determine risk/threat levels for reported behaviors, decide next steps and, when appropriate, refer students for internal and/or external intervention. BIT also supports first responders by providing follow-up to emergency situations and making recommendations. The BIT provides education and training to the campus community on prevention, protocols, resources, roles, rights, and responsibilities. The campus-based teams meet on a regular basis to discuss and respond to new concerns and follow up on active cases. The campus-based teams may consist of deans/associate deans, counselors, public safety, instructional faculty, and staff.

Incident Report forms are used to report a "student of concern" or a student disciplinary issue. These forms are divided into three incident reports: (a) non-academic incident, (b) academic incident, and (c) behavior of concern, and can be accessed on College computer desktops. An Incident Report can be submitted via the BIT website at: [montgomerycollege.edu/BIT](http://montgomerycollege.edu/BIT). The report form is part of the Maxient website and is designed to alert and track student incidents. Deans of student affairs and BIT members will be able to access the report quickly, start a case file, and provide judicial or behavioral intervention as appropriate. Information sessions on how, why, and when to report are available by contacting a dean of student affairs or campus BIT chair.

Reporting "cases of concern" via BIT or disciplinary cases via the Student Code of Conduct should never be substituted for calling the Office of Public Safety, Health and Emergency Management or 911 in emergency situations or health and safety situations that need immediate attention.

## SECTION V—CLERY CRIME DEFINITONS AND CRIME STATISTICS

### Clery Act Crime Reporting

The College must disclose statistics for reported Clery Act crimes that occur on campus, on public property within or immediately adjacent to the campus, and in noncampus buildings or property owned or controlled by the College. The following definitions are used to determine Clery reportable locations and crimes as cited in the [Handbook for Campus Safety and Security Reporting 2016 Edition](#).

### Clery Act Geography

**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 the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

**Public Property**—All public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to and accessible from the campus.

**Noncampus Building**—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.

**Noncampus locations do not have a public property reporting requirement.**

### Clery Act Crime Definitions

**Criminal Homicide—(Non-Negligent Manslaughter, Negligent Manslaughter)**

**Murder/Non-Negligent Manslaughter**—The willful (non-negligent) killing of one human being by another.

**Negligent Manslaughter**—The killing of another person through gross negligence.

**Sex Offenses—(Rape, Fondling, Incest, Statutory Rape)**

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

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

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

**Statutory Rape**—Sexual intercourse with a person who is under the statutory age of consent.

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

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

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

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

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

### **Arrests and Referrals**

**Weapon Law Violations**—The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**Drug Law Violations**—The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment of devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance; arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**Liquor Law Violations**—The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Note: A College policy violation that does not constitute a criminal law violation is not reported.**

**Hate Crime**—A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For Clery Act purposes, hate crimes include any of the following offenses when motivated by bias: criminal homicide; sexual assault; robbery; aggravated assault; burglary; motor vehicle theft; arson; larceny-theft; simple assault, intimidation, and property destruction, damage, or vandalism.

**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.

**Larceny**—The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

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

### **Bias Categories Reportable Under the Clery Act**

**Race**—A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, Blacks, African Americans, Whites).

**Religion**—A preformed 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 (e.g., Catholics, Jews, Protestants, atheists).

**Gender**—A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender (e.g., male or female).

**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 nonconforming individuals). Gender nonconforming describes a person who does not conform to the gender-based expectations of society (e.g., a woman dressed in traditionally male clothing or a man wearing makeup). A gender nonconforming person may or may not be a lesbian, gay, bisexual, or transgender person, but may be perceived as such.

**Sexual Orientation**—A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

**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 a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.

**National Origin**—A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

**Disability**—A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such a disability is temporary or permanent, congenital, or acquired by heredity, accident, injury, advanced age, or illness.

**Unfounded Crimes**—A Clery Act reportable offense, which has been investigated by a sworn law enforcement officer and determined to be false or baseless, must be reported as unfounded. This requirement became effective in 2015.

**CLERY ACT CRIME STATISTICS  
MONTGOMERY COLLEGE  
GERMANTOWN CAMPUS**

GERMANTOWN CAMPUS	2021			2022			2023		
	On Campus	Non Campus Building & Property	Public Property	On Campus	Non Campus Building & Property	Public Property	On Campus	Non Campus Building & Property	Public Property
<b>CRIMINAL HOMICIDE</b>									
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
<b>SEX OFFENSES</b>									
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	1	0	0	1	0	1
BURGLARY	0	0	0	0	0	0	1	0	0
MOTOR VEHICLE THEFT	0	0	0	1	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
HATE/BIAS CRIMES	0	0	0	0	0	0	0	0	0
<b>ARRESTS</b>									
Weapon Law Violations	0	0	0	0	0	0	0	0	1
Drug Law Violations	2	0	0	0	0	0	3	0	1
Liquor Law Violations	0	0	0	0	0	0	0	0	0
<b>DISCIPLINARY REFERRALS</b>									
Weapon Law Violation	0	0	0	0	0	0	0	0	0
Drug Law Violation	0	0	0	0	0	0	0	0	0
Liquor Law Violation	0	0	0	0	0	0	0	0	0

Unfounded Crimes 2021–1 Reported Burglary Unfounded by Montgomery County Police  
 Unfounded Crimes 2022– None Reported  
 Unfounded Crimes 2023–None Reported

**CLERY ACT CRIME STATISTICS  
MONTGOMERY COLLEGE  
ROCKVILLE CAMPUS**

ROCKVILLE CAMPUS	2021			2022			2023		
	On Campus	Non Campus Building & Property	Public Property	On Campus	Non Campus Building & Property	Public Property	On Campus	Non Campus Building & Property	Public Property
<b>CRIMINAL HOMICIDE</b>									
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
<b>SEX OFFENSES</b>									
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	1	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	3	0	0
ARSON	0	0	0	0	0	0	0	0	0
HATE/BIAS CRIMES	0	0	0	0	0	0	2*	0	0
<b>ARRESTS</b>									
Weapon Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	1
Liquor Law Violations	0	0	0	0	0	0	0	0	0
<b>DISCIPLINARY REFERRALS</b>									
Weapon Law Violation	0	0	0	0	0	0	0	0	0
Drug Law Violation	0	0	0	0	0	0	0	0	0
Liquor Law Violation	0	0	0	0	0	0	0	0	0

Unfounded Crimes 2021—None Reported

Unfounded Crimes 2022—None Reported

Unfounded Crimes 2023—None Reported

\* (1) Hate/Bias Crime Property Destruction/Vandalism - Religion

\* (1) Hate/Bias Crime Property Destruction/Vandalism - Sexual Orientation

**CLERY ACT CRIME STATISTICS  
MONTGOMERY COLLEGE  
TAKOMA PARK/SILVER SPRING CAMPUS**

TAKOMA PARK/ SILVER SPRING CAMPUS	2021			2022			2023		
	On Campus	Non Campus Building & Property	Public Property	On Campus	Non Campus Building & Property	Public Property	On Campus	Non Campus Building & Property	Public Property
<b>CRIMINAL HOMICIDE</b>									
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
<b>SEX OFFENSES</b>									
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	1	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
BURGLARY	1	0	0	1	0	0	3	0	0
MOTOR VEHICLE THEFT	1	0	0	0	0	1	0	0	2
ARSON	0	0	0	0	0	0	0	0	0
HATE/BIAS CRIMES	0	0	0	0	0	0	0	0	0
<b>ARRESTS</b>									
Weapon Law Violations	0	0	0	0	0	0	0	0	2
Drug Law Violations	0	0	0	0	0	3	0	0	2
Liquor Law Violations	0	0	0	0	0	0	0	0	0
<b>DISCIPLINARY REFERRALS</b>									
Weapon Law Violation	0	0	0	0	0	0	0	0	0
Drug Law Violation	0	0	0	0	0	0	0	0	0
Liquor Law Violation	0	0	0	0	0	0	0	0	0

Unfounded Crimes 2021—None Reported  
Unfounded Crimes 2022—None Reported  
Unfounded Crimes 2023—None Reported



**CLERY ACT CRIME STATISTICS  
MONTGOMERY COLLEGE  
NONCAMPUS PROPERTY- CENTRALSERVICES**

CENTRAL SERVICES	2021	2022	2023
<b>CRIMINAL HOMICIDE</b>			
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
<b>SEX OFFENSES</b>			
Rape	0	0	0
Fondling	0	1	0
Incest	0	0	0
Statutory Rape	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	0	0	0
MOTOR VEHICLE THEFT	0	0	0
ARSON	0	0	0
HATE/BIAS CRIMES	0	0	0
<b>ARRESTS</b>			
Liquor Law Violation	0	0	0
Drug Law Violation	0	0	0
Weapon Law Violation	0	0	0
<b>DISCIPLINARY REFERRALS</b>			
Liquor Law Violation	0	0	0
Drug Law Violation	0	0	0
Weapon Law Violation	0	0	0

Unfounded Crimes 2021–None Reported  
 Unfounded Crimes 2022–None Reported  
 Unfounded Crimes 2023–None Reported

**CLERY ACT CRIME STATISTICS  
MONTGOMERY COLLEGE  
GAITHERSBURG BUSINESS TRAINING CENTER**

GAITHERSBURG BUSINESS TRAINING CENTER	2021	2022	2023 *
<b>CRIMINAL HOMICIDE</b>			
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
<b>SEX OFFENSES</b>			
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
<b>ROBBERY</b>	0	0	0
<b>AGGRAVATED ASSAULT</b>	0	0	0
<b>BURGLARY</b>	0	0	0
<b>MOTOR VEHICLE THEFT</b>	0	0	0
<b>ARSON</b>	0	0	0
<b>HATE/BIAS CRIMES</b>	0	0	0
<b>ARRESTS</b>			
Liquor Law Violation	0	0	0
Drug Law Violation	0	0	0
Weapon Law Violation	0	0	0
<b>DISCIPLINARY REFERRALS</b>			
Liquor Law Violation	0	0	0
Drug Law Violation	0	0	0
Weapon Law Violation	0	0	0

Unfounded Crimes 2021—None Reported  
 Unfounded Crimes 2022—None Reported  
 Unfounded Crimes 2023—None Reported

\*Please note that for 2023 reporting purposes, Gaithersburg Business Training Center is now classified as a campus. This location does not have any noncampus building or property to report. Public Property crime statistics for 2023 for this location are "0" for all reporting fields.

## **SECTION VI—VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (VAWA) AND CAMPUS SEXUAL VIOLENCE ELIMINATION ACT (SaVE) COMPLIANCE**

The Violence Against Women Act Reauthorization Act of 2022 (VAWA 2022) embodies the Campus Sexual Violence Elimination Act (Campus SaVE Act) and expands the Clery Act coverage to include victims of domestic violence, dating violence, and stalking. Montgomery College is required to report crimes statistics for these offenses. Compliance with VAWA regulations does not constitute a violation of section 444 of the General Education Provisions Act (20 USC 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

### **VAWA Definitions**

**Dating Violence**—violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of 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.

**Domestic Violence**—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.

**Stalking**—engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person’s safety or the safety of others; or
- Suffer substantial emotional distress.

**Course of Conduct**—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.

### **Maryland Law Definitions for Domestic Violence Abuse**

**Maryland law defines domestic violence abuse as the occurrence of one or more of the following acts between family or household members:**

- Assault.
- An act that places a person in fear of imminent serious bodily harm.
- An act that causes serious bodily harm.
- Rape or sexual offense.
- Attempt rape or sexual offense.
- Stalking.
- False imprisonment, such as interference with freedom, physically keeping you from leaving your home, or kidnapping you.

**Stalking—Maryland Law**

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 of (1) serious bodily injury, of an assault in any degree, of rape or sexual offense, of false imprisonment, of death, or (2) that a third person likely will suffer any of these listed acts.

**Harassment—Maryland Law**

A person may not follow another in or about a public place or maliciously engage in a course of conduct that alarms or seriously annoys the other with the intent to harass, alarm, or annoy the other; after receiving a reasonable warning or request to stop by or on behalf of the other; and without a legal purpose.

**Maryland Law Definitions for Sexual Assault**

**Rape First Degree**—engaging in sexual intercourse with another without his or her consent by force, using weapons, strangling or inflicting serious physical injury, threatening with death, serious injury, or kidnapping, or committed with another’s help or during a burglary.

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

**Sex Offense First Degree**—engaging in a sexual act (oral or anal sex or any object or part of one’s body penetrates the genitals or anus for sexual gratification) by force, threat, or without consent while displaying a weapon; suffocating or physically injuring the victim; threatening the victim with death, disfigurement, or serious physical injury; or committed with another’s help or during a burglary.

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

**Sex Offense Third Degree**—engaging in sexual contact (intentionally touching the victim’s or defendant’s genital, anal, or other private parts for sexual gratification or abuse of either person) without consent while using a weapon, strangling or seriously injuring the victim; threatening the victim with death, serious injury, or kidnapping; or committed with another’s help or the victim is mentally or physically incapacitated and the defendant knows of his or her condition. The victim is under 14 years old and the defendant is at least four years older. Engaging in a sexual act (i.e., oral or anal sex) or vaginal sex with a 14- or 15-year-old victim by a 21-year-old—or older—defendant, also known as, statutory rape.

**Sex Offense Fourth Degree**—engaging in sexual contact without the other’s consent or, engaging in a sexual act or vaginal sex with a 14 or 15 year old when the defendant is at least four years older. Engaging in a sexual act, sexual contact, or vaginal sex with a child under 18, who at the time of the sexual activity was a student enrolled in a school where the person was in a position of authority (i.e., a principal, coach, teacher, or counselor who is at least 21 years old, employed by the school, and was in a supervisory position over the student).

## **Maryland Civil Protection Orders**

In Maryland, a judge may issue a civil protection order or a peace order that requires a respondent (accused) to refrain from committing certain acts against the victim (petitioner).

### **Protection Order**

*An individual is eligible for a protective order based on the petitioner's relationship with the alleged abuser:*

- Current or former spouse.
- Lived together in an intimate relationship for at least 90 days during the past year.
- Related by blood, marriage, or adoption.
- In a parent-child or stepparent-stepchild relationship, and have resided together for at least 90 days during the past year.
- In a caretaker relationship with a vulnerable adult.
- Parents of a child together.
- Had a sexual relationship within one year before the filing of the petition.

*The petitioner must prove that one of the following acts has been committed.*

- An act that caused serious bodily harm.
- An act that placed the petitioner in fear of imminent bodily harm.
- Assault in any degree.
- Rape or sexual offense.
- Attempted rape or sexual offense.
- False imprisonment.
- Criminal stalking.

### **Peace Order**

*An individual is eligible for a peace order if the accused is someone in a dating relationship, a neighbor, a stranger, or anyone else.*

*The petitioner must prove one of the following acts has been committed:*

- Criminal harassment.\*
- Criminal trespassing.\*
- Malicious destruction of property.\*
- Misuse of telephone facilities and equipment.\*
- Misuse of electronic communication or interactive computer service.\*
- Revenge porn.\*
- Visual surveillance.\*

### **(\*) crimes eligible for peace orders**

More information on obtaining a civil protection order can be found on the Maryland Courts website at: [courts.state.md.us/legalhelp/domesticviolence](https://courts.state.md.us/legalhelp/domesticviolence)

### **Clery Act Amendment—Sex Crimes Prevention Act (Registered Sex Offenders)**

The Campus Sex Crimes Prevention Act requires sex offenders to notify states when they enroll or become employees at an institution of higher education. Information provided by the state of Maryland concerning registered sex offenders may be obtained from the Department of Public Safety and Correctional Services. Maryland's sex offender registry can be found online at [dpscs.state.md.us/onlineservs/socem/default.shtml](https://dpscs.state.md.us/onlineservs/socem/default.shtml).

**VAWA CRIME STATISTICS**  
**MONTGOMERY COLLEGE MAIN CAMPUSES**

GERMANTOWN CAMPUS	2021			2022			2023		
	On Campus	Non Campus Building & Property	Public Property	On Campus	Non Campus Building & Property	Public Property	On Campus	Non Campus Building & Property	Public Property
<b>VAWA CRIMES</b>									
Domestic Violence	0	0	0	1	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	1	0	0	0	0	0
ROCKVILLE CAMPUS	2021			2022			2023		
	On Campus	Non Campus Building & Property	Public Property	On Campus	Non Campus Building & Property	Public Property	On Campus	Non Campus Building & Property	Public Property
<b>VAWA CRIMES</b>									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	1	0	0	1	0	0	0	0	0
Stalking	0	0	0	5	0	0	6	0	0
TAKOMA PARK/SILVER SPRING CAMPUS	2021			2022			2023		
	On Campus	Non Campus Building & Property	Public Property	On Campus	Non Campus Building & Property	Public Property	On Campus	Non Campus Building & Property	Public Property
<b>VAWA CRIMES</b>									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	1	0	0

NOTE: Dating Violence statistics not available from local law enforcement  
 Unfounded Crimes 2021–None Reported  
 Unfounded Crimes 2022–None Reported  
 Unfounded Crimes 2023–None Reported

**VAWA CRIME STATISTICS**  
**MONTGOMERY COLLEGE NONCAMPUS PROPERTY**  
**CENTRAL SERVICES**

CENTRAL SERVICES	2021	2022	2023
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Unfounded VAWA Crimes 2021–None Reported  
 Unfounded VAWA Crimes 2022–None Reported  
 Unfounded VAWA Crimes 2023–None Reported

**VAWA CRIME STATISTICS**  
**MONTGOMERY COLLEGE CAMPUS**  
**GAITHERSBURG BUSINESS TRAINING CENTER**

GAITHERSBURG BUSINESS TRAINING CENTER	2021	2022	2023 *
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Unfounded VAWA Crimes 2021–None Reported  
 Unfounded VAWA Crimes 2022–None Reported  
 Unfounded VAWA Crimes 2023–None Reported

\*Please note that for 2023 reporting purposes, Gaithersburg Business Training Center is now classified as a campus. This location does not have any noncampus building or property to report. Public Property crime statistics for 2023 for this location are “0” for all reporting fields.

## SECTION VII—SEXUAL MISCONDUCT POLICY AND PROCEDURES

Montgomery College's Sexual Misconduct Policy 31001 and Procedure 31001CP addresses awareness, prevention and remedies of sexual harassment, sex discrimination, sexual assault, including domestic violence, dating violence, and stalking.

### Montgomery College Sexual Misconduct Policy Statement

It is the policy of Montgomery College to establish and maintain an environment in which all members of the Montgomery College community can work or participate in College education programs and activities free from all forms of sexual misconduct. Sexual misconduct is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. In addition, some forms of sexual misconduct violate the criminal laws of the State of Maryland. Sexual misconduct in any form will not be tolerated by Montgomery College. The College will take immediate action to preserve and restore equal educational access when the College has actual knowledge of sexual misconduct.

### Definitions

**Sexual Misconduct**— is an umbrella term that encompasses Dating Violence, Domestic Violence, Sexual Violence, Sexual Harassment, Sexual Assault, and Stalking. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by any person, regardless of gender identity, and can occur between people of the same or different sex, sexual orientation, or gender expression.

**Sexual Assault**—an offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

**Consent**—a knowing, voluntary, and affirmatively communicated willingness to participate in a particular sexual activity or behavior. Only a person who has the ability and capacity to exercise free will and make rational, reasonable judgment can give consent. Consent may be expressed either by words and/or by actions as long as those words and/or actions create a mutually understandable agreement to engage in specific sexual activity. It is the responsibility of the person who wants to engage in sexual activity to ensure that they have consent from the other party, and that the other party is capable of providing consent.

1. Lack of protest or resistance is not consent, nor may silence, in and of itself, be interpreted as consent. For that reason, relying solely on nonverbal communication can lead to misunderstanding.
2. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.



3. Previous relationships, including past sexual relationships or prior consent cannot imply consent to future sexual acts.
4. Consent must be present throughout sexual activity and may be withdrawn at any time. If there is confusion as to whether there is consent or whether prior consent has been withdrawn, it is essential that the participants stop the activity until the confusion is resolved.
5. In order to give effective consent, one must be of legal age, as defined by applicable Maryland law. Sexual activity that is forced or coerced is by definition nonconsensual. Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent. There is no requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of nonconsent. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure used to obtain consent. Frequency, intensity, isolation, and duration of the behavior will be considered in making a determination of whether coercion occurred. When a party makes clear that they do not want to engage in sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. Coercing someone into sexual activity violates the Policy in the same way as physically forcing someone into sex.

It is a violation of Policy 31001 to engage in sexual activity with someone whom one should know to be—or based on the circumstances should reasonably have known to be—mentally or physically incapacitated. To be incapacitated means a person's decision-making ability is impaired such that they lack capacity to understand the who, what, where, why, or how of their sexual interaction. Incapacitation may result from sleep or unconsciousness, temporary or permanent mental or physical disability, involuntary physical restraint, or the influence of drugs or alcohol.

#### **Who Is Covered by the Sexual Misconduct Policy?**

Sexual misconduct is prohibited between students, between employees, between students and employees, and by students or employees against contractors, vendors, or other individuals whose relationship to the student or employee is through the College's facilities, programs or activities. Similarly, the College will not tolerate sexual misconduct by College contractors, vendors, or other third parties, including visitors and guests to the College, whose relationship to the victim is through the College's facilities, programs or activities.

1. The policy applies regardless of the sex, sexual orientation, or gender identity of either the perpetrator or the victim of the sexual misconduct.
2. The policy applies to sexual misconduct
  - a. that occurs on College premises, including any property owned or leased by the College (including College buses) or that the College has permission to occupy for purposes of conducting a College-sponsored program or event;
  - b. that occurs in connection with any College-sponsored, College-recognized, or College-approved activities within the United States (e.g., off-campus education programs and activities such as College-sponsored field trips, athletic team travel, events for officially recognized College clubs that occur off campus, and social activities for employees;
  - c. that occurs during business travel in the United States or otherwise in connection with College-related business; or
  - d. sexual harassment on or off campus during any college-sponsored activity that impacts equal educational opportunity or access.
3. All incidents of sexual misconduct should be reported so that the College may determine whether the conduct falls within the scope of the policy.

## Reporting and Confidentiality

1. All members of the Montgomery College community may report allegations of sexual misconduct at any time, but are encouraged to make such reports promptly in order to maximize the College's ability to respond and take appropriate action, including to obtain evidence and to conduct a prompt and equitable investigation.

Students may report alleged sexual misconduct to the Title IX coordinator or to any "mandated reporter," which includes any College administrator, supervisor, faculty member, public safety officer, coach, or trainer. Employees and other members of the College community may report sexual misconduct to the Title IX coordinator or the director of employee and labor relations, and employees may also report sexual misconduct to their supervisor. A mandated reporter, the director of employee and labor relations, and any other employee who receives a report of sexual misconduct must promptly relay such report to the Title IX coordinator. No employee is authorized to investigate or resolve reports of sexual misconduct without the involvement of the Title IX coordinator.

Kristen Roe is the College's Title IX coordinator. She can be reached during normal business hours in person in the Central Services Building, by telephone, 240-567-4279; or by email, [kristen.roe@montgomerycollege.edu](mailto:kristen.roe@montgomerycollege.edu) or [TitleIX@montgomerycollege.edu](mailto:TitleIX@montgomerycollege.edu). Members of the College community may contact the Title IX coordinator in order to seek information about courses of action available to resolve reports or complaints that involve sexual misconduct; to file a formal complaint; to get information about available resources and supports services available to victims of sexual misconduct; and, to ask any questions concerning Montgomery College Policies and Procedures relating to sexual misconduct.

Certain College employees will be designated confidential resources for purposes of this policy. Confidential resources are not considered to be mandated reporters (that is, upon receipt of a report of alleged sexual misconduct, confidential resources are not required to notify the Title IX coordinator). An individual seeking support or guidance with respect to an alleged incident of sexual misconduct may contact any confidential resource, who will normally keep private the individual's identity and any other information concerning the incident.

The College has designated counselors in the Counseling and Advising Department as Confidential Resources. College counselors are available to help on an emergency basis. Local community-based resources, such as crisis centers, are also confidential and have no duty to report disclosed information to the College.

The College recognizes that allegations of sexual misconduct are a sensitive subject for all parties involved and is committed to maintaining the privacy of the parties involved to the fullest extent possible, consistent with applicable law and the need for investigation and resolution. The College, through the Title IX coordinator, may sign a formal complaint to initiate the investigation and formal resolution process even when the individual making a report of sexual misconduct requests anonymity or requests that no action be taken. Thus, absolute confidentiality cannot be guaranteed. In all cases, the College will take care to protect the identity of the parties through processes that provide for discussion of the allegations only among those who have a legitimate administrative, investigative, or legal need to know.

2. Upon receiving a report, the College shall immediately inform the complainant of available options about the involvement of law enforcement, including the Complainant's option to:
  - a. Notify law enforcement authorities, including the campus public safety and local police.
  - b. Decline to notify such authorities.
  - c. Be promptly assisted by the College, at the victim's request, in notifying local law

enforcement authorities and in obtaining appropriate medical attention, including arranging transportation to the nearest hospital equipped with the Maryland State Police sexual assault evidence collection kit. In Montgomery County, the only facility equipped with the Maryland State Police sexual assault evidence collection kit (SAFE) and specially trained forensic nurses is:

Shady Grove Adventist Hospital  
Forensic Medical Unit  
9901 Medical Center Drive Rockville,  
MD 20850  
(240)-826-6225

This is the best option to ensure preservation of evidence that may assist in proving that a criminal offense occurred or may be helpful in obtaining a protection order.

3. The College will provide support that can assist each complainant in making decisions about whether or not to request any particular course of action. To the extent possible and reasonable, the College will respect a complainant's autonomy in deciding how to proceed. In this process, the College will balance the complainant's interest with its obligation to provide a safe and nondiscriminatory environment for all members of the College community.
4. Safe Harbor  
To encourage reporting, an individual who reports sexual misconduct, either as a reporting party or a third-party witness, will not be subject to disciplinary action by the College for a violation of the College's alcohol or drug use policies if:
  - a. The violation occurred during or near the time of the alleged sexual misconduct violation.
  - b. The individual is determined to have made the report or is participating in an investigation as a witness in good faith.
  - c. The College determines that the violation was not an act that was reasonably likely to place the health or safety of another individual at risk.

### **Confidential Resources**

Generally, it is not confidential when a person reports sexual misconduct. If a person desires to keep an incident of sexual misconduct confidential, they should speak with individuals who have professional or legal obligations to keep communications confidential. When seeking advice and support, persons should always consider whether they want to discuss their concerns with a confidential resource.

Both internal and external confidential resources are available. Upon receipt of a report of an alleged violation, confidential resources are not required to notify the Title IX coordinator (or alternatively, if the sexual misconduct is by or against an employee, the director of employee and labor relations). As a result, an individual seeking support or guidance with respect to an alleged incident of sexual misconduct may contact any confidential resource, who will normally keep private the individual's identity and any other information concerning the incident. Unless there is an imminent threat to health or safety or other basis for disclosure, such as child abuse, confidentiality applies when persons seek services from the following resources.

### *Community Resources for Students and Employees:*

Montgomery County Victim Assistance and Sexual Assault Program (VASAP)  
1301 Piccard Drive, Suite 4100  
Rockville, MD 20850  
240-777-4357 (24-hour crisis hotline) 240-777-1347 TTY

*External Confidential Resource for Employees:*

Faculty Staff Assistance Program at 1-844-236-2668 (24-hour hotline) ComPsych Guidance Resources Worldwide at [guidanceresources.com](http://guidanceresources.com).(Use code MCC)

**Internal Confidential Resources for Students**

College counselors have been deemed confidential resources. Students may contact a counselor directly as follows:

- Germantown Counseling Department, 240-567-7734
- Rockville Counseling Department, 240-567-5063
- Takoma Park/Silver Spring Counseling Department, 240-567-1480

Confidential Resources may need to make reports or a disclosure as required by the Jeanne Clery Act. Such reporting for purposes of the Clery Act does not require a confidential resource to reveal an individual's identity.

Discussing an alleged incident of sexual misconduct with a confidential resource will not lead to an investigation or resolution of the incident. Confidential Resources do not have the authority to establish supportive measures or take corrective action.

**Supportive Measures**

Supportive measures are individualized services reasonably available that are nonpunitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment. The College will treat complainants and respondents equitably, meaning that for a complainant, the College will offer supportive measures, and for a respondent, the College will follow the adjudication process before imposing disciplinary sanctions. These steps ensure the restoration or preservation of equal educational access of the parties, protect safety, and deter sexual harassment without unreasonably burdening the other party. Supportive measures are available to both parties and to the Complainant, regardless if a formal complaint is filed.

**Investigation and Timeframe**

All reports of sexual misconduct will be taken seriously and investigated as appropriate. The College strives to investigate all complaints within 60 days after the filing of a complaint. Actual resolution time may vary depending on many factors, including but not limited to, the complexity of the investigation and the severity and extent of the alleged misconduct.

**Grievance—Resolution and Sanctions**

It is presumed that a respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. Individuals found to have committed sexual misconduct in violation of the policy will be subject to disciplinary action in accordance with applicable College policies and procedures and/or collective bargaining agreements.

Employees found in violation of this policy are subject to disciplinary action in accordance with the applicable College policies and procedures for disciplinary action and discharge (34002 and 34003), or, for bargaining unit members, the applicable procedures in the collective bargaining agreement. Sanctions will be based on the circumstances and nature of the violation, ranging from a reprimand up to and including termination of employment. Students found in violation of the policy are subject to disciplinary action in accordance with procedures set forth in the Student Code of Conduct (42001). Sanctions will be based on the circumstances and nature of the violation and include, but are not limited to, a warning, disciplinary probation, community service, participation in sexual misconduct education programming, suspension and dismissal from the College. In the event of sexual misconduct by a third party against a College student or employee, the College will take appropriate action within its control to address the misconduct and prevent its recurrence, including but not limited to, referring to local law enforcement to issue a no trespass notice denying access to the College's buildings and grounds. As required or appropriate, parties will be informed of the outcome of any resolution process based on a violation of this policy.

Persons who commit sexual misconduct in violation of federal, state, or local law may also be subject to criminal charges and penalties as a result of related legal proceedings

### **Evidentiary Standard**

In any investigation and/or disciplinary proceeding concerning an alleged violation of this policy, the finding will be determined by a preponderance of the evidence. The burden of collecting evidence and proving a violation of policy is the responsibility of the College and not the individuals.

### **Good Faith Reporting**

Allegations of sexual misconduct are extremely serious, with potential for great harm to the accused if ill-conceived or made with malice. An individual found to have knowingly filed a false allegation may be subject to separate appropriate disciplinary action. A complaint made in good faith is not considered false merely because the evidence does not ultimately support the allegation of sexual misconduct.

### **Retaliation**

The College prohibits retaliation by anyone in the College community against an individual because the individual reports or complains about sexual misconduct or participates in the College's investigation or proceedings related to an allegation of sexual misconduct. When the College is aware of possible retaliation, it will take immediate and appropriate steps to investigate. Students or employees who commit retaliation in violation of this Policy are subject to appropriate disciplinary action. The Complainant or participants in any report or investigation of sexual misconduct who believe they have experienced retaliation in violation of this Policy should immediately report such conduct to the Title IX Coordinator. Retaliation is defined as intimidation, threats, coercion, or discrimination for the purpose of interfering with any right or privilege secured by Title IX.

### **Sexual Assault Education and Information**

The College will provide education and information, as appropriate, for students and employees to enhance understanding and increase awareness of the College's Sexual Misconduct Policy and Procedures. Sufficient periodic training will be conducted for responsible College employees and for those involved in the investigation and resolution of complaints, as determined by the president. Any mandatory education requirements will be announced and posted on the College's website.

New students have the opportunity to complete an online course titled Sexual Assault Prevention for Community Colleges, which educates students on issues associated with stalking, relationship violence, and sexual assault. Students learn about consent, how to help a friend, and how to intervene in a situation that might escalate to sexual assault. Sexual Assault Prevention for Community Colleges was developed in collaboration with leading researchers and practitioners. This interactive training module,

designed to engage and empower students, help to foster a healthy campus environment, strengthens learners' understanding of sexual assault prevention and empowers them to be prosocial bystanders. This course meets the educational mandate of the 2013 Federal Campus Sexual Violence Elimination Act. Students can request access to the course Sexual Assault Prevention for Community College Students by emailing [angela.dawson@montgomerycollege.edu](mailto:angela.dawson@montgomerycollege.edu).

### **Sexual Assault Awareness and Prevention Programs**

Montgomery College is committed to providing ongoing, yearly awareness and prevention programs to the campus community to reduce incidents of sexual violence and domestic abuse. In 2016, Montgomery College adopted a bystander intervention program that uses a community of responsibility model to teach bystanders how to intervene safely and effectively in cases where sexual assault may be occurring or where there may be risk. The primary message is: everyone in the community has a role to play in ending sexual violence.

### **Bystander Intervention Training**

#### **Learning Objectives**

- Develop skills for both direct and indirect intervention while keeping a bystander's own safety in mind.
- Increase knowledge and awareness of scope and causes of sexual violence.
- Increase sense of responsibility for creating change in one's community related to sexual violence and commit to playing a role in decreasing sexual violence.
- Increase recognition of inappropriate behavior along the continuum of sexual and relationship violence and how to respond to it safely and appropriately.

### **Dating Violence, Domestic Violence, Sexual Assault and Stalking Prevention Programs**

The Offices of Student Life, Student Affairs, Title IX and Public Safety, Health and Emergency Management conduct ongoing training throughout the year as part of Montgomery College's effort to provide education to students and employees concerning Dating Violence, Domestic Violence, Sexual Assault and Stalking Prevention. The trainings are conducted in various modalities and during campaign times throughout the year and are open to the entire College community. Additional trainings with various constituent groups such as athletics, peer groups and governance councils also occur frequently throughout the year.

## **SECTION VIII—DRUG/ALCOHOL ABUSE PREVENTION POLICY, PROGRAMS, AND SANCTIONS**

Montgomery College's Drug and Alcohol Abuse Prevention Policy 31005 and Procedure 31005CP addresses awareness, prevention, standards of conduct for students and employees and sanctions. Please see the attachment in the appendix for additional information.

### **Policy on Drug and Alcohol Abuse Prevention**

On May 15, 1989, the College Board of Trustees underscored its commitment to drug and alcohol abuse prevention by adopting the following policy:

- I. "The Board of Trustees is committed to the education of students, employees, and community members regarding substance abuse prevention, detection, and treatment services; to the continuation of a collegewide substance abuse prevention program and other ongoing efforts which will foster such education; and to the maintenance of a drug-free environment throughout the College.
- II. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited at Montgomery College.
- III. College students and employees are subject to appropriate disciplinary action for violation of this policy, in accordance with College policies and procedures regarding employee discipline and discharge and in accordance with the student code of conduct.
- IV. The College president is authorized to establish procedures to implement this policy."

### **Drug/Alcohol Abuse Prevention Education and Awareness for Students**

In 2023, the collegewide dean of student engagement served as the College's administrator responsible for facilitating the promotion of student drug and substance abuse awareness and prevention activities. The Offices of Student Life, Student Affairs, and Public Safety, Health and Emergency Management conduct ongoing training throughout the year as part of Montgomery College's expansive effort to provide education to students concerning drug and alcohol prevention. Topics cover addiction, substance use, dependency and signs of opioid overdose. Opioid overdose response and reversal training is also provided along with naloxone distribution. The trainings are conducted in various modalities and during campaign times throughout the year and are open to the entire College community. The Office of Public Safety, Health and Emergency Management holds prescription drug take back days throughout the year where old, unneeded or unused medications can be safely disposed. For additional information regarding substance and alcohol abuse programs, consult the Montgomery College Biennial Report for Drug and Alcohol Abuse Prevention Programs.

### **Employee Substance Abuse Awareness and Notification Procedures**

Drug and alcohol programs for employees are primarily provided through the Office of Human Resources and Strategic Talent Management. The mission is to promote responsible decision-making regarding alcohol and drug use to students and employees through educational programs and other resources. Educational information is disseminated through workshops and training seminars, new employee orientation, Staff Enrichment Day, the intranet, and flyers placed on bulletin boards on all campuses. Current employees are notified via email of the Drug and Alcohol Abuse Prevention Policy annually during the fall semester.

### **Drug and Alcohol Abuse Prevention Programs for Employees**

These presentations deliver information on drug and alcohol use to employees via a lecture and other interactive activities. The objectives of the program are:

- To discuss the harmful effects of substance abuse.
- To explain the college's substance abuse policy.
- To provide the consequences for violating the policy and to describe how employees can get help for substance abuse problems.

Presentations are delivered to college employees at training seminars, department meetings and workshops. An online drug and alcohol abuse prevention program is available to employees through MC Learns.

### **Employee Assistance Program**

Employees needing assistance are referred to the Employee Assistance Program. The assistance program is voluntary and confidential. The program is available 24 hours a day, seven days a week, 365 days a year at no cost to employees. The employee assistance provides telephonic and face-to-face sessions. It has licensed, master's-level employee assistance program specialists answering calls. It has a diverse and credentialed national and international affiliate network to provide face-to-face sessions. The program provides short-term, solution-focused interventions and consultations.

### **Tip Sheets**

Tip sheets on topics related to substance abuse prevention are placed on bulletin boards on all three campuses and at eight satellite locations throughout Montgomery College. These tip sheets are also featured on *Inside MC Online*, an online newsletter that is accessible to all employees and students. The tip sheets are run twice a month for the entire year on these topics:

- Alcoholism in the Workplace: A Manager's Role
- Alcohol and the Family
- What Do You Know About Alcohol and Drugs?
- Addiction

### **New Employee Orientation**

New employees are provided with a hard copy of the College's Drug and Alcohol Abuse Prevention Policy and Procedure as referenced in Attachment 2. New employees are advised that short-term counseling is available to employees and eligible dependents at no cost via the Employee Assistance Program. A list of resources in the community related to substance abuse prevention and treatment is also provided to all new employees.

### **Staff Enrichment Day**

Staff Enrichment Day is a day set aside to celebrate staff and to provide them with a wide variety of programs that will enrich their lives. Employees can attend workshops on various subjects of interest to them. Every year two workshops on drug and alcohol abuse prevention are offered to employees.



**Workshop Objectives:**

- Have a clear understanding of the Drug and Alcohol Abuse Prevention Policy and Procedure at Montgomery College.
- Understand the supervisor's responsibilities in maintaining a drug-free workplace.
- Understand the effects of drugs and alcohol.
- Know that help is available.
- Identify resources for assistance with substance abuse problems.

**Prevention of Workplace Violence Workshops**

It is mandatory for all managers and supervisors to attend Prevention of Workplace Violence training. Information on the Prevention of Bullying and Workplace Violence Policy and Procedure, tools to recognize the signs of awareness and the resources available to manage these situations is discussed at length with attendees. Real-life scenarios and case studies are presented, and discussion is encouraged. Employees leave the discussion not only feeling empowered to manage these situations, but also knowing more about the policy and how to get assistance as needed.

**Employee Benefits Handbook**

The employee benefits handbook is provided to all new employees during orientation. The employee benefits handbook is also available to all employees on the Human Resources and Strategic Talent Management website.

The Drug and Alcohol Abuse Prevention Policy is published in the employee benefit handbook, along with community resources to address issues related to drug and alcohol abuse. New employees receive a summary of the College's drug-free workplace policy and sign a statement confirming they received it when they complete their packet of new hire paperwork.

The Commonly Used Drug (Table 1) at the end of this section contains a description of health risks associated with the use of illicit drugs and abuse of alcohol. A list of drug and alcohol resources and clinical services is also available. For more detailed information concerning Montgomery College programs for students and employees to prevent drug/alcohol abuse, please consult The Drug-Free Schools and Community Act Biennial Review located in the Health and Safety section at [montgomerycollege.edu/heoa/](http://montgomerycollege.edu/heoa/).

**Table 1:  
Description of Health Risks Associated with the Use of Illicit Drugs and Abuse of Alcohol**

DESCRIPTION OF HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND ABUSE OF ALCOHOL

<b>Controlled Substances - Uses &amp; Effects</b>							
Classification	Drug Name	Common or Brand	Dependence	Potential	Acute Effects	Health Risks and Effects of Long-term Use*	Overdose Effects
			Physical	Psycho-logical			
<b>ALCOHOL</b>	Ethanol	Beer Wine Distilled Liquor	High High High	High High High	<ul style="list-style-type: none"> <li>Lowered Inhibitions</li> <li>Impaired Judgement, Vision</li> <li>Loss of Motor Skills, Coordination</li> <li>Slurred Speech</li> </ul>	<ul style="list-style-type: none"> <li>Hypertension</li> <li>Liver Damage</li> <li>Cardiovascular Disease</li> <li>Toxic Psychosis</li> <li>Neurologic Damage</li> <li>Addiction with Severe Withdrawal</li> </ul>	<ul style="list-style-type: none"> <li>Coma</li> <li>Possible Death</li> </ul>
<b>NARCOTICS</b>	<sup>1</sup> Opium Morphine Codeine <sup>1</sup> Heroin Meprobidine Other	<sup>2</sup> Paregoric, Dover S Power <sup>2</sup> Morphine <sup>2</sup> Tylenol W/Codeine, Robitussin Heroin <sup>2</sup> Demerol, Pethadol <sup>2</sup> Dilaudid, Lentine, Percodan	High High High High High High	High High High High High High	<ul style="list-style-type: none"> <li>Euphoria, Drowsiness</li> <li>Respiratory Depression</li> <li>Constricted Pupils</li> <li>Nausea, Vomit</li> <li>Analgnesia (Pain Relief)</li> </ul>	<ul style="list-style-type: none"> <li>Loss of Appetite</li> <li>Constipation</li> <li>Risk of AIDS &amp; Hepatitis from I.V. Drug Use</li> </ul>	<ul style="list-style-type: none"> <li>Shallow Perspiration</li> <li>Clammy Skin</li> <li>Convulsions, Coma</li> <li>Possible Death</li> <li>May be Toxic if Mixed with Alcohol</li> </ul>
<b>DEPRESSANTS</b>	Chloral Hydrate Barbiturates  Gamma Hydroxybutric Acid  Gamma Butyrolactone Glutethimide Ketamine Methaqualone Tranquilizers	<sup>2</sup> Noctec, Somnos <sup>2</sup> Nembutal, Phonoarbitol, Seconal, Tuinol  Date Rape Drug, Liquid Ecstasy, Cherrymeth,  GBL <sup>2</sup> Doriden Special K, K <sup>2</sup> Optimil, Parest, Quaalude, Sopor <sup>2</sup> Equanil, Valium, Tranxene Serax, Xanax, Rohyphal, Dalmane, Dormate, Placidyl, Valmid	Moderate High  Moderate-High  Unknown High Unknown High Moderate	Moderate High  High  Unknown High Unknown High High	<ul style="list-style-type: none"> <li>Slurred Speech</li> <li>Disorientation</li> <li>Drunken Behavior Without the Odor of Alcohol</li> <li>Euphoria</li> <li>Lowered Inhibitions</li> <li>Loss of Motor Skills</li> <li>Blackouts</li> <li>Relaxation, Depression</li> <li>Hallucinations</li> </ul>	<ul style="list-style-type: none"> <li>Addiction with Withdrawal</li> <li>Toxic Psychosis</li> <li>Weak, Rapid Pulse</li> <li>Hallucinations</li> <li>Nausea</li> <li>Seizures</li> <li>Insomnia</li> <li>Anxiety</li> <li>Tremors</li> <li>Dizziness</li> <li>Loss of Peripheral Vision</li> </ul>	<ul style="list-style-type: none"> <li>Shallow Respiration</li> <li>Cold, Clammy Skin</li> <li>Blackout</li> <li>Coma</li> <li>Possible Death</li> <li>May be Toxic if mixed with Alcohol</li> </ul>
<b>STIMULANTS</b>	<sup>1</sup> Cocaine <sup>1</sup> Amphetamine  Phenmetrazine Methylphenidate Other  Methylenedioxy-methamphetamine	Cocaine Hydrochloride <sup>2</sup> Benzedrine, Biphphetamine, Desoxyn, Dexedrine <sup>3</sup> Preludin <sup>3</sup> Ritalin <sup>2</sup> Cylert, Didrex, Pre-Sate, Sanorex, Voranil Ecstasy, MDMA	Possible Possible  Possible Possible Possible  Low	High High  High High High  High	<ul style="list-style-type: none"> <li>Feeling of Well-Being</li> <li>Excitation, Euphoria</li> <li>Increased Alertness</li> <li>Increased Blood Pressure, Pulse</li> <li>Insomnia, Appetite Loss</li> </ul>	<ul style="list-style-type: none"> <li>Delusions, Hallucinations (Toxic Psychosis)</li> <li>Possible Organ/Tissue Damage</li> </ul>	<ul style="list-style-type: none"> <li>Agitation</li> <li>Temperature Increase</li> <li>Hallucinations</li> <li>Convulsions</li> <li>Heart Attack, Stroke</li> <li>High Blood Pressure</li> <li>Loss of Consciousness</li> <li>Seizures</li> </ul>
<b>HALLUCINOGENICS</b>	<sup>1</sup> LSD <sup>1</sup> Mescaline <sup>1</sup> Psilocybin <sup>1</sup> MDA <sup>1</sup> PCP	Acid, Lysergic Acid Peyote, Peyote Buttons, Mescalitor Magic Mushrooms, Shrooms  Angel Dust, Crystal, Gemyfan (Veterinary)	Low Low Low Unknown Unknown	Unknown Unknown Unknown Unknown Unknown	<ul style="list-style-type: none"> <li>Dilated Pupils</li> <li>Increased Blood Pressure, Pulse</li> <li>Delusions/Hallucinations</li> <li>Distorted Perception of Time, Space, and Reality</li> </ul>	<ul style="list-style-type: none"> <li>Hallucinogens, Especially LSD, may Intensify Existing Psychosis</li> <li>Possible Violent Behavior</li> </ul>	<ul style="list-style-type: none"> <li>Intense Bad Trips</li> <li>Psychosis</li> <li>Possible Sudden Death</li> </ul>
<b>INHALANTS</b>	Airplane Glue Lighter Fluid Aerosols Spray Paints Paint Thinner Gasoline Poppers	Active Ingredient: Toluene Active Ingredient: Naphalene Active Ingre.: Chloropluorocarbon Active Ingre.: Petroleum Distillate Active Ingre.: Petroleum Distillate Active Ingre.: Petroleum Distillate Active Ingre.: Amylbutyl Nitrite	Unknown Unknown Unknown Unknown Unknown Unknown Unknown	Unknown Unknown Unknown Unknown Unknown Unknown Unknown	<ul style="list-style-type: none"> <li>Slurred Speech</li> <li>Drunken Behavior</li> <li>Impaired Judgement</li> <li>Poor Coordination</li> </ul>	<ul style="list-style-type: none"> <li>Hallucinations</li> <li>Possible Damage to Bone Marrow, Lungs, Kidneys, Liver, Heart, Brain, Eyes</li> </ul>	<ul style="list-style-type: none"> <li>Unconsciousness</li> <li>Coma</li> <li>Possible Toxic Reaction</li> <li>Possible Sudden Death</li> </ul>
<b>CANNABIS</b>	<sup>1</sup> Marijuana <sup>1</sup> Hashish <sup>1</sup> Hash Oil	Grass, Pot, Weed, Dope Hash	Low Low Low	Moderate Moderate Moderate	<ul style="list-style-type: none"> <li>Tachycardia, Reddened Eyes</li> <li>Euphoria, Profound Humor</li> <li>Altered Time/Space Perception</li> <li>Short-Term Memory Loss</li> <li>Increased Appetite</li> </ul>	<ul style="list-style-type: none"> <li>Cardiovascular Damage as with Smoking Tobacco</li> </ul>	<ul style="list-style-type: none"> <li>Insomnia, Hyperactivity</li> <li>Panic Attacks, Paranoia</li> <li>Possible Toxic Reaction if Treated w/other Chemicals</li> </ul>
<b>TOBACCO</b>	Nicotine	Cigarettes Cigars	Moderate Moderate	High High	<ul style="list-style-type: none"> <li>Relaxation</li> <li>Stimulation</li> </ul>	<ul style="list-style-type: none"> <li>Cardiovascular Disease</li> <li>Respiratory Illness</li> </ul>	<ul style="list-style-type: none"> <li>Possible Death at very High Dosage Levels</li> </ul>

\* Alcohol and other drug use during pregnancy increases risk of physical harm to fetus

<sup>2</sup> Psychoactive drug effects refer to use at a greater than prescribed therapeutic dosage level

<sup>1</sup> Additional risk of harm from toxic impurities in street drugs

Table 1 - <https://www.pct.edu/files/imported/campuslife/studentpolicy/docs/drugchart.pdf>

## **Drug and Alcohol Abuse Treatment Resources and Clinical Services**

Montgomery College Faculty/Staff Assistance Program (FSAP)

[guidanceresources.com](http://guidanceresources.com)

1-844-236-2668

TDD: 800-697-0353

### **Montgomery College Web ID: MCC**

Available 24 hours a day, 7 days per week (Free to College employees with benefits)

Montgomery County Department of Health and Human Services

1500 East Gude Drive

Rockville, MD 20850

240-777-1770 or 240-777-4710

[montgomerycountymd.gov/](http://montgomerycountymd.gov/)

### NATIONAL HOTLINES

Alcohol Hotline

Information and referral 24 hour

1-800-ALCOHOL (252-6465)

Cocaine Addiction

Information and referral

1-800-COCAINE (262-2463)

National Suicide Prevention Lifeline

Call or Text 988

National Treatment Referral

1-800-662-HELP (4357)

Crisis Center

1301 Piccard Drive

Rockville, MD 20850

240-777-4000

Available 24 hours a day, seven days per week

Mental Health Association of Montgomery County

1000 Twinbrook Parkway

Rockville, MD 20851

301-424-0656 (EXT. 107)

Substance Abuse and Mental Health Services Administration (SAMHSA)

Treatment Facility Locator [dasis3.samhsa.gov/](http://dasis3.samhsa.gov/)

Information provided for each organization:

Name, Address, Contact Information, Distance in Miles, Maps Primary Focus

Services Provided, Type of Care Special Programs/Groups

Forms of Payment Accepted, Payment Assistance

## SELF-HELP GROUPS

Alcoholics Anonymous  
Self-help group for alcoholic and alcohol abusers  
202-966-9115 DC, MD, VA  
[aa-dc.org](http://aa-dc.org)

Kolmac Outpatient  
Recovery Centers  
Remote Services  
1-888-331-5251  
[kolmac.com/](http://kolmac.com/)

Al-Anon/Alateen  
Support group for families of alcoholics  
202-882-1334, MD and DC  
202-797-9738, Spanish speaking  
703-764-0476, Northern VA  
[al-anon.alateen.org](http://al-anon.alateen.org)

OACES Corp.  
416 Hungerford Drive Suite 209  
Rockville, MD 20850  
301-762-1383  
[addicted.org/](http://addicted.org/)

Cocaine Anonymous National Referral Line  
Group for cocaine abusers  
800-347-8998, 24 hours  
202-726-1717 DC, MD, and VA  
[ca.org](http://ca.org)

Potomac Ridge Behavioral Health  
14915 Broschart Road Suite 200  
Rockville, MD 20850  
301-251-4500

Narcotics Anonymous  
Group for narcotics abusers  
202-399-5316 DC and MD  
703-532-1255 Northern VA  
[na.org](http://na.org)

Prince George's County  
Health Department  
Cheverly Health Center  
3003 Hospital Drive  
Cheverly, MD 20785  
301-856-9400

Avery House (Group)  
14705 Avery Road  
Rockville, MD 20853  
301-762-4651, Women/Children  
301-762-4651, Combined Care

Bilingual Counseling Center  
11236 Triangle Lane  
Wheaton, MD 20902  
301-942-7821

Another Way, Inc.  
1363 Holton Lane  
Takoma Park, MD 20912  
301-434-2622

Adventist HealthCare  
Rehabilitation  
9909 Medical Center Drive  
Rockville, MD 20850  
240-864-6000  
[adventisthealthcare.com](http://adventisthealthcare.com)

Suburban Hospital Behavioral Health  
8600 Old Georgetown Road  
Bethesda, MD 20814  
301-896-2586

Journeys Adult Program  
14703 Avery Road  
Rockville, MD 20850  
301-294-4015

Medstar Montgomery Medical Center  
18101 Prince Philip Drive  
Olney, MD 20832  
301-774-8882  
[medstarhealth.org](http://medstarhealth.org)

Counseling Plus Inc.  
8561 Fenton Street  
Suite 230  
Silver Spring, MD 20910  
301-565-9001

Montgomery Recovery Services  
14636 Rothgeb Drive  
Rockville, MD 20850  
301-762-5300  
[montgomeryrecovery.com](http://montgomeryrecovery.com)

Family Health Center Psychological Services  
6 Montgomery Village Avenue Suite 400  
Gaithersburg, MD 20879  
301-963-7222

### **Local, State, and Federal Sanctions**

Students and employees are subject to federal, state, and local laws for the possession, use, and distribution of illegal drugs. Federal law states that it is unlawful to possess controlled substances including cannabis, cocaine, LSD, PCP, heroin, designer drugs, etc. Possession and use of medical cannabis is a violation of the federal Controlled Substances Act, and compliance with Maryland state medical cannabis laws is not a legal defense to a violation of federal law. The U.S. Department of Justice (DOJ) has the authority to enforce federal cannabis laws, even in states with authorized medical cannabis programs. If the substance is cocaine, or contains a cocaine base, the penalty for simple possession is a fine and/or imprisonment from five to 20 years. Federal Law 21 USCA/sections 841 and 844 to 845a (1990).

For other illegal drugs, the penalty for simple possession is a fine of at least \$1,000 and/or imprisonment up to three years. The penalties increase if the possession includes intent to manufacture, distribute, or dispense a controlled substance, especially if done near a public or private elementary, vocational, or secondary school or a public or private college or university. Additionally, any person who violates this law shall be liable for an amount up to \$10,000 in civil penalties. Federal drug trafficking penalties are captured in (Table 2 and 3) at the end of this section.

The state of Maryland has its own laws dealing with distribution, manufacturing, and possession of controlled substances. Detailed information on the Maryland criminal statutes regarding drug law violations and penalties may be obtained at <https://govt.westlaw.com/mdc>. Federal and State drug laws are enforced in the local jurisdictions by local law enforcement.

**An overview of the more common offenses:**

Please note that although Maryland voters approved a ballot referendum in the 2022 General Election to allow recreational use of cannabis by adults age 21 and over starting July 1, 2023, the use and possession of cannabis remains illegal under the Federal Controlled Substances Act of 1970 and is, therefore, not permitted on College property or at College-sponsored activities under any circumstances.

Students and employees are subject to state and local laws for drinking and obtaining alcohol. It is illegal in the state of Maryland for any person under 21 to drink alcohol (1). It is also illegal for a person under 21 to falsify or misrepresent his or her age to obtain alcohol, or to possess alcoholic beverages with the intent to consume them (2). It is also illegal in most situations to furnish alcohol to a person under 21 (3). The penalty is a fine of up to \$2,500 for a first offense, and up to \$5,000 for repeat offenses (4). Local alcohol laws for the jurisdictions where Montgomery College is located are primarily directed towards distribution, allowances and licensing etc. State underage drinking laws are enforced in the local jurisdictions by Montgomery College campus police officers or local law enforcement.

1. Md. Code Criminal Art. Section 10-114
2. Md. Code Criminal Art Section 10-113
3. Md. Code Criminal Art. Section 10-117
4. Md. Code Criminal Art. Section 10-121

Table 2: Federal Trafficking Penalties

**FEDERAL TRAFFICKING PENALTIES**

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES		
Cocaine (Schedule II)	500–4999 grams mixture	<p><b>First Offense:</b> Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.</p> <p><b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.</p>	5 kgs or more mixture	<p><b>First Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.</p> <p><b>Second Offense:</b> Not less than 15 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p> <p><b>2 or More Prior Offenses:</b> Not less than 25 years. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p>		
Cocaine Base (Schedule II)	28–279 grams mixture		280 grams or more mixture			
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture			
Fentanyl Analogue (Schedule I)	10–99 grams mixture		100 grams or more mixture			
Heroin (Schedule I)	100–999 grams mixture		1 kg or more mixture			
LSD (Schedule I)	1–9 grams mixture		10 grams or more mixture			
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture		50 grams or more pure or 500 grams or more mixture			
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture		100 gm or more pure or 1 kg or more mixture			
<b>PENALTIES</b>						
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount		<p><b>First Offense:</b> Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>			
Flunitrazepam (Schedule IV)	1 gram					
Other Schedule III drugs	Any amount	<p><b>First Offense:</b> Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.</p>				
All other Schedule IV drugs	Any amount	<p><b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>				
Flunitrazepam (Schedule IV)	Other than 1 gram or more					
All Schedule V drugs	Any amount	<p><b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p><b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>				

Source: [https://www.dea.gov/sites/default/files/2022-12/2022\\_DOA\\_eBook\\_File\\_Final.pdf](https://www.dea.gov/sites/default/files/2022-12/2022_DOA_eBook_File_Final.pdf)

**Table 3: Federal Trafficking Penalties—Marijuana**

**FEDERAL TRAFFICKING PENALTIES—MARIJUANA**

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE *
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 15 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50 million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not less than 20 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not less than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kg marijuana (except 50 or more marijuana plants regardless of weight);  1 to 49 marijuana plants;	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual
Hashish (Schedule I)	10 kg or less	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual
Hashish Oil (Schedule I)	1 kg or less	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual

\*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is not less than 25 years imprisonment and a fine up to \$20 million if an individual and \$75 million if other than an individual.

Source: [https://www.dea.gov/sites/default/files/2022-12/2022 DOA eBook File Final.pdf](https://www.dea.gov/sites/default/files/2022-12/2022_DOA_eBook_File_Final.pdf)



## SECTION IX—COLLEGE POLICIES AND PROCEDURES RELATED TO CLERY ACT

### College Policies and Procedures

As mandated by the Clery Act and Campus SaVE Act, the following policies and procedures have been provided in the attachments at the end of this report.

### Montgomery College Policies and Procedures

Policy	What does this policy tell?	Who does this policy apply to?
Attachment 1: Clery Crime Alert Notice and Incident Notification	Information required for a "Timely Warning" notification.	Office of Public Safety and Emergency Management
Attachment 2: 31005–Drug and Alcohol Abuse Prevention	Sanctions against students and employees that abuse illegal drugs or alcohol.  Prohibition of illegal drugs or alcohol at MC	Students and Employees
Attachment 3: 31001– Sexual Misconduct	Definition of sexual misconduct (including sexual assault and sexual harassment).  How to report sexual misconduct. Resources available to victims. Education made available to College community to reduce sexual misconduct.  Sanctions against those committing sexual misconduct.	Students and Employees
Attachment 4: 31011–Prevention of Bullying and Workplace	Definition of workplace violence.  Process for evaluating workplace violence threats.  Sanctions against those threatening or creating workplace violence acts.  Resources for victims of workplace violence.	Employees and Students
Attachment 5: 31002– Hate/Violence Activity	Definition of hate/violence activities.  Education made available to College community to reduce hate/violence activities.  Sanctions against those conducting hate/violence	Students and Employees
Attachment 6: 75005– Protection of Minors	Definition of child sexual abuse, including reporting requirements.  Procedures for criminal background checks.  Requirements for supervision of minors on campus.	Students, Employees, Visitors

# **ATTACHMENT I**

## **CRIME ALERT TIMELY NOTICE AND INCIDENT NOTIFICATION**

**MONTGOMERY COLLEGE**  
Office of Public Safety, Health and Emergency Management

**CRIME ALERT**

In compliance with the "Timely Notice" provisions of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, Montgomery College posts crime alerts for serious crimes that occur within its Clery Act geography and that may pose an ongoing risk to members of the College community. Through crime alerts, the College seeks to encourage crime prevention and safety practices.

Date:

Incident Number:

**The content should include:**

Date and Time of Incident  
A brief description of the incident

Suspect description when appropriate, and if there is sufficient detail (If the only provided detail is race, for example, a description should NOT be included).

Other information as deemed appropriate by the campus Public Safety Manager  
or his/her designee Police/Public Safety agency contact information

Information that will promote safety and potentially aid in the prevention of similar crimes (e.g. crime prevention or safety tips)

**MONTGOMERY COLLEGE**  
Office of Public Safety, Health and Emergency Management

**PUBLIC SAFETY ADVISORY**

This is a Public Safety Advisory, not an official Clery Crime Alert. This notification is being sent to the College community to increase awareness of a possible risk and to encourage crime prevention and safety practices.

## **ATTACHMENT II**

### **DRUG AND ALCOHOL ABUSE PREVENTION POLICY 31005 AND PROCEDURE 31005CP**

---

Chapter: Personnel

Modification No. 001

Subject: **Drug and Alcohol Abuse Prevention**

---

- I. The Board of Trustees is committed to the education of students, employees, and community members regarding substance abuse prevention, detection, and treatment services; to the continuation of a collegewide substance abuse prevention program and other ongoing efforts that foster such education; and to the maintenance of a drug-free environment throughout the College.
- II. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at Montgomery College.
- III. College employees and students are subject to appropriate disciplinary action for violation of this policy, in accordance with College policies and procedures regarding employee discipline and discharge and in accordance with the student code of conduct.
- IV. The President is authorized to establish procedures to implement this policy.

---

Board Approval: May 15, 1989

Subject: **Drug and Alcohol Abuse Prevention**

---

- I. The College's Drug and Alcohol Abuse Prevention (substance abuse) program shall consist of the following:
  - A. Notification to all employees at the time of hire and annually thereafter through handbooks and other informational means:
    1. Of the College's policy on drug and alcohol abuse prevention;
    2. That the possession, use, or distribution of unlawful drugs and alcohol on its property or as part of any of its activities is prohibited;
    3. That the College will impose disciplinary sanctions on employees for violations of the policy, up to and including discharge;
    4. Of the availability of counseling services available through the Faculty/Staff Assistance Program;
    5. Of the educational opportunities, online resources, and training programs available for all employees concerning the adverse effects of alcohol and drug abuse, addiction and prevention awareness, and the identification of behaviors and conduct that may be indicative of alcohol and drug abuse; and
    6. Of the treatment options available locally.
  - B. Mandatory online training administered through the Office of the Senior Vice President for Student Affairs or designee for all incoming full-time students during orientation on heroin and opioid addiction and prevention awareness. All students will receive annual notification:
    1. Of the College's policy on drug and alcohol abuse prevention;
    2. Of the availability of counseling services and resources available concerning addiction and prevention awareness; and
    3. Of the College's ability to impose disciplinary sanctions for violations of the policy.
  - C. Maintaining data on the number of reported cases of drug and alcohol-related violations to assist in determining the effectiveness of programs and activities offered;
  - D. Maintaining data on the number and type of sanctions imposed for violations of drug and alcohol-related violations for federal reporting purposes; and
  - E. Maintaining data on the number of incidents that required the use of overdose-reversing medication.
  - F. The Drug-Free Schools and Communities Act Amendments of 1989 (amends the Higher Education Act) requires the College to conduct a written biennial review which will be coordinated by the Office of Compliance, Risk and Ethics. The review is to determine the effectiveness of programs to implement any needed changes to the prevention program and to ensure that sanctions developed for violating standards of conduct are enforced consistently.

## II. Standards of Conduct for Employees

- A. Employees should report for work fit for duty and free of any adverse effects of illegal drugs or alcohol. This does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their physicians about the medication's effect on their fitness for duty and the ability to work safely and promptly disclose restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions to supervisors, but should do so to the HIPAA Privacy Official in the Office of Human Resources and Strategic Talent Management.
- B. Employees may be required to undergo a medical examination pursuant to College Policy 31105-Medical Examinations when the employee's observable behavior creates a reasonable belief that the employee cannot perform the essential job functions or that the employee poses a threat to the health or safety of the employee or others, or to College property, as a result of the effects of drugs or alcohol.
- C. The unlawful manufacture, sale, distribution, dispensing, possession or use of controlled substances, and the unlawful use or abuse (e.g., being intoxicated) of alcohol by anyone on College property (including any facilities leased or used by the College) or in College vehicles is prohibited. The use of alcohol by anyone under 21 years of age or the abuse of alcohol by anyone at any College sponsored or supervised activity off campus is also prohibited.
- D. Notification of Criminal Conviction
  - 1. As required by the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments, the Maryland Higher Education Commission's Policies Concerning Drug and Alcohol Abuse Control, and as a condition of employment, employees must abide by the terms of this procedure and notify the Office of Human Resources and Strategic Talent Management in writing, of any criminal drug statute conviction for a violation occurring on or off Montgomery College property, no later than five calendar days after such conviction. Lack of compliance with these requirements may subject the employee to immediate disciplinary action, up to and including discharge.
  - 2. Upon receipt of notification of a conviction, the College will take the following actions as required by law:
    - a. Notify the appropriate federal agencies of such convictions, and
    - b. Take appropriate personnel action against the employee, up to and including discharge; and/or
    - c. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.
- E. Consequences of Alcohol and Drug Abuse
  - 1. The unlawful manufacture, distribution, use, sale, or possession (e.g., on

the person or in a desk, or vehicle) of illegal drugs or of opened alcohol while on the job or on College leased or owned property is an offense punishable by discharge and may result in criminal prosecution. Any illegal drugs found will be turned over to the appropriate law enforcement agency.

2. The illegal use or abuse of alcohol on campus or as a part of any College activity whether on College leased or owned property is prohibited in accordance with all applicable Federal, State and local laws and the Drug and Alcohol Abuse Prevention Policy. In addition to possible prosecution under the aforementioned laws, employees who violate the prohibitions of this policy are subject to College imposed disciplinary sanctions consistent with applicable procedures and regulations. Sanctions may include, but need not be limited to, suspension, discharge, or referral to appropriate authorities for prosecution. Any disciplinary sanction imposed may also include the completion of an appropriate rehabilitation program as a condition of reinstatement or continued employment.

### III. Standards of Conduct for Students

- A. Students are expected to abide by 42001 Student Code of Conduct. The unlawful manufacture, sale, distribution, dispensing, possession or use of controlled substances, and the unlawful use or abuse (e.g., being intoxicated) of alcohol by students on College property (including any facilities leased or used by the College) or in College vehicles is prohibited. The use of alcohol by anyone under 21 years of age or the abuse of alcohol by students at any College sponsored or supervised activity off campus is also prohibited.
- B. Consequences of Alcohol and Drug Abuse
  1. The unlawful manufacture, distribution, use, sale, or possession (e.g., on the person or in a desk, or vehicle) of illegal drugs or of opened alcohol while on College leased or owned property may result in criminal prosecution. Any illegal drugs found will be turned over to the appropriate law enforcement agency.
  2. The illegal use or abuse of alcohol on campus or as a part of any College activity whether on College leased or owned property is prohibited in accordance with all applicable Federal, State and local laws and the Drug and Alcohol Abuse Prevention Policy. In addition to possible prosecution under the aforementioned laws, students who violate the prohibitions of this policy are subject to College imposed disciplinary sanctions consistent with applicable procedures and regulations. Sanctions may include, but need not be limited to, dismissal, suspension, disciplinary probation, community service, or referral to appropriate authorities for prosecution. Any disciplinary sanction imposed may also include the completion of an appropriate rehabilitation program as a condition of reinstatement or continued enrollment.
  3. The Dean of Student Affairs or designated instructional Dean of Workforce Development and Continuing Education should be informed in writing about any situation that should be addressed through the



formal disciplinary process. The faculty or staff member will provide the Dean of Student Affairs with a written summary of the facts or conduct on which the referral is based within 48 hours of the incident for appropriate and effective disciplinary process, which must include the date, time, place, and a description of the incident.

IV. Responsibility

- A. The Office of Human Resources and Strategic Talent Management, Student Affairs, and the Office of Compliance, Risk and Ethics shall collaborate to make the Drug and Alcohol Abuse Prevention (substance abuse) program known and available to all employees and students and manage the procedural aspects of managing cases.
- B. The Risk Management Coordinator is responsible for employee education and providing community resources on the topics of drugs and alcohol and for tracking and reporting the number of initiatives, programs and people attending to ensure programming is adequate to address the needs of employees.
- C. The Vice President for Student Affairs, or designee, is responsible for educating students on the topics of drugs and alcohol and providing students with community resources and for tracking and reporting on the number of initiatives, programs and attendance to ensure programming is adequate to address the needs of students.
- D. The Office of Public Safety and Emergency Management (PSEM) is responsible for developing guidelines regarding the training of appropriate College personnel on the administration of overdose-reversing medication in emergency situations. PSEM is also responsible for promulgating appropriate operational guidelines on the acquisition, storage, and distribution of overdose-reversing medication and providing reports, as directed, on each incident that required the use of an overdose-reversing medication.
- E. The President, or designee, shall from time to time promote opportunities to educate the community regarding substance abuse prevention, detection, and available treatment options.

V. Emergency Situations Involving Possible Drug Overdoses

- A. If anyone encounters the victim of what appears to be a drug overdose on College premises, including at off-site locations or any College-sponsored event:
  - 1. Dial 911 immediately; and
  - 2. Contact Campus Public Safety
- B. The appropriate College and/or emergency personnel will assess the situation and administer overdose-reversing medication as appropriate.
- C. Leave the immediate area if directed by appropriate College or emergency personnel until it is deemed safe to return.
- D. Any member of the College community who administers an overdose-reversing medication to anyone on College premises, including off-site locations, or any

College-sponsored event must report such incidents to the Director of Public Safety and Emergency Management.

---

Administrative Approval: June 24, 2013; November 3, 2017; February 13, 2018.

**ATTACHMENT III**

**SEXUAL MISCONDUCT  
POLICY 31001 AND PROCEDURE 31001CP**

---

Chapter: Personnel

Modification No. 006

Subject: **Sexual Misconduct**

---

I. Policy Statement

It is the policy of Montgomery College to establish and maintain an environment in which all members of the Montgomery College community can work or participate in College education programs and activities free from all forms of sexual misconduct. Sexual misconduct is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. In addition, some forms of sexual misconduct violate the criminal laws of the State of Maryland. Sexual misconduct in any form will not be tolerated by Montgomery College. The College will take immediate action to preserve and restore equal educational access when the College has actual knowledge of sexual misconduct.

II. Definitions

For purposes of this Policy, “sexual misconduct” is an umbrella term that encompasses various types of prohibited conduct, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking. The President is authorized and directed to establish procedures to define other terms relevant to this Policy, including but not limited to: “sexual harassment”, “sexual assault”, “domestic violence”, “dating violence”, and “stalking”.

III. Applicability

All students and employees of the College must comply with this Policy. Sexual misconduct is prohibited between students, between employees, between students and employees, and by students or employees against contractors, vendors, or other individuals whose relationship to the student or employee is through the College’s facilities, programs or activities. Similarly, the College will not tolerate sexual misconduct by College contractors, vendors, or other third parties, including visitors and guests to the College whose relationship to the victim is through the College’s facilities, programs, or activities. This Policy applies regardless of the sex, sexual orientation, or gender identity of either the perpetrator or the victim of the sexual misconduct. This Policy applies to sexual misconduct (i) that occurs on College premises, including any property owned or leased by the College (including College buses) or that the College has permission to occupy for purposes of conducting a College-sponsored program or event; (ii) that occurs in connection with any College-sponsored, College-recognized, or College-approved activities within the United States (e.g., off-campus education programs and activities such as College-sponsored field trips, athletic team travel, and events for officially recognized College clubs that occur off-campus, and social activities for employees sponsored by the College or relating to the business of the College); (iii) that occurs during business travel in the United States or otherwise in connection with College-related business; or (iv) sexual harassment on- or off-campus during any college-sponsored activity that impacts equal educational opportunity or access. All incidents of sexual misconduct should be reported so that the College may determine whether the conduct falls within the scope of this Policy.

IV. Reporting and Confidentiality

All members of the Montgomery College community may report allegations of sexual

---

misconduct at any time, but are encouraged to make such reports promptly in order to maximize the College's ability to respond and take appropriate action, including to obtain evidence and to conduct a prompt and equitable investigation.

Students may report alleged sexual misconduct to the Title IX Coordinator or to any "Mandated Reporter," which includes any College administrator, supervisor, faculty member, public safety officer, coach, or trainer. Employees and other members of the College community may report sexual misconduct to the Title IX Coordinator or the Director of Employee and Labor Relations, and employees may also report sexual misconduct to their supervisor. A Mandated Reporter, the Director of Employee and Labor Relations, and any other employee who receives a report of sexual misconduct must promptly relay such report to the Title IX Coordinator. No employee is authorized to investigate or resolve reports of sexual misconduct without the involvement of the Title IX Coordinator.

The College's designated Title IX Coordinator can be reached by email at [TitleIX@montgomerycollege.edu](mailto:TitleIX@montgomerycollege.edu).<sup>1</sup> The Title IX Coordinator is available to meet on any campus by appointment. Members of the College community may contact the Title IX Coordinator in order to seek information about courses of action available to resolve reports or complaints that involve sexual misconduct; to file a formal complaint; to get information about available resources and supports services available to victims of sexual misconduct; and, to ask any questions concerning College Policies and Procedures relating to sexual misconduct.

Certain College employees will be designated Confidential Resources for purposes of this policy. Confidential Resources are not considered to be Mandated Reporters – that is, upon receipt of a report of alleged sexual misconduct, Confidential Resources are not required to notify the Title IX Coordinator. An individual seeking support or guidance with respect to an alleged incident of sexual misconduct may contact any Confidential Resource, who will normally keep private the individual's identity and any other information concerning the incident.

The College recognizes that allegations of sexual misconduct are a sensitive subject for all parties involved and is committed to maintaining the privacy of the parties involved to the fullest extent possible, consistent with applicable law and the need for investigation and resolution. The College, through the Title IX Coordinator, may sign a formal complaint to initiate the investigation and formal resolution process even when the individual making a report of sexual misconduct requests anonymity or requests that no action be taken. Thus, absolute confidentiality cannot be guaranteed. In all cases, the College will take care to protect the identity of the parties through processes that provide for discussion of the allegations only among those who have a legitimate administrative, investigative, or legal need to know.

#### V. College Aid to Victims of Sexual Misconduct

The President is authorized and directed to establish procedures to provide victims of

---

<sup>1</sup> The President is authorized to change the designation of the Title IX Coordinator by a procedure that provides the name and contact information of the Title IX Coordinator similar to the information provided in this Policy. Upon adoption of the procedure with this information and the posting of notice of the change to the College's web site, this Policy may be modified by direction of the President to substitute the new information about the Title IX Coordinator without the need for further action of the Board of Trustees.

---

sexual misconduct with reasonable accommodations (e.g., changes in academic, transportation and/or working situations) and/or supportive measures that will be made available upon a report of sexual misconduct to a victim of sexual misconduct, regardless of whether the victim chooses to report the sexual misconduct to campus security or local law enforcement.

VI. Investigation

All reports of sexual misconduct will be taken seriously and investigated as appropriate. The President is authorized and directed to establish procedures for the investigation of such reports, which shall provide for a prompt, thorough, and impartial process.

VII. Time Frame

The College strives to investigate all complaints within sixty (60) days after the filing of a complaint. Actual resolution time may vary depending on many factors, including but not limited to, the complexity of the investigation and the severity and extent of the alleged misconduct.

VIII. Sanctions

It is presumed that a Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. Individuals found to have committed sexual misconduct in violation of this Policy will be subject to disciplinary action in accordance with applicable College policies and procedures and/or collective bargaining agreements.

Employees found in violation of this Policy are subject to disciplinary action in accordance with the applicable College policies and procedures for disciplinary action and discharge (34002 and 34003), or, for bargaining unit members, the applicable procedures in the collective bargaining agreement. Sanctions will be based on the circumstances and nature of the violation, ranging from a reprimand up to and including termination of employment. Students found in violation of this Policy are subject to disciplinary action in accordance with procedures set forth in the Student Code of Conduct (42001). Sanctions will be based on the circumstances and nature of the violation and include, but are not limited to, a warning, disciplinary probation, community service, participation in sexual misconduct education programming, suspension and dismissal from the College. In the event of sexual misconduct by a third party against a College student or employee, the College will take appropriate action within its control to address the misconduct and prevent its recurrence, including but not limited to, referring to local law enforcement to issue a "No Trespass" notice denying access to the College's buildings and grounds.

As required or appropriate, parties will be informed of the outcome of any resolution process based on a violation of this Policy.

Persons who commit sexual misconduct in violation of federal, state, or local law may also be subject to criminal charges and penalties as a result of related legal proceedings.

IX. Evidentiary Standard

In any investigation and/or disciplinary proceeding concerning an alleged violation of this Policy, the finding will be determined by a preponderance of the evidence. The burden of collecting evidence and proving a violation of policy is the responsibility of the College

---

and not the individuals.

X. Good Faith Reporting

Allegations of sexual misconduct are extremely serious, with potential for great harm to the accused if ill-conceived or made with malice. An individual found to have knowingly filed a false allegation may be subject to separate appropriate disciplinary action. A complaint made in good faith is not considered false merely because the evidence does not ultimately support the allegation of sexual misconduct.

XI. Retaliation

The College prohibits retaliation by anyone in the College community against an individual because the individual reports or complains about sexual misconduct or participates in the College's investigation or proceedings related to an allegation of sexual misconduct. When the College is aware of possible retaliation, it will take immediate and appropriate steps to investigate. Students or employees who commit retaliation in violation of this Policy are subject to appropriate disciplinary action. The Complainant or participants in any report or investigation of sexual misconduct who believe they have experienced retaliation in violation of this Policy should immediately report such conduct to the Title IX Coordinator.

XII. Education

Education is a key element of this Policy. Notice of this Policy will be provided to all students during admissions and all employees during onboarding. The College will provide education and information, as appropriate, for students and employees to enhance understanding and increase awareness of the College's Sexual Misconduct Policy and Procedures. Sufficient periodic training will be conducted for Mandated Reporters and for those involved in the investigation and resolution of complaints and appeals, as determined by the President. Records and verification of all training will be maintained by the Title IX Coordinator and published on the Title IX website. Any mandatory education requirements will be announced and posted on the College's website. The President is authorized to provide institutional leadership and guidance for developing education programs to increase knowledge and share information and resources to prevent sexual misconduct, promote safety, and reduce perpetration. Some goals to be achieved through education are: (a) ensuring that all individuals are aware of their rights; (b) notifying individuals of conduct that is proscribed; (c) informing employees, students, and other members of the college community, including contractors, about the proper way to recognize and address complaints involving a violation of this Policy; (d) preventing issues that this Policy addresses, and; (e) identifying the necessary steps for preventing sexual misconduct and addressing its effects.

XIII. The President is authorized and directed to establish procedures to implement this Policy.

---

Board Approval: December 15, 2014; September 21, 2015; June 17, 2019 (Administrative correction); June 22, 2020; January 25, 2023

---

Chapter: Personnel

Modification No. 007

Subject: **Sexual Misconduct**

---

I. Introduction

A. Montgomery College is committed to establishing and maintaining an environment in which all members of the Montgomery College community can work and participate in College education programs and activities free from all forms of sexual misconduct, as defined in Section II below. Sexual misconduct will not be tolerated and the College will consider any violation as a significant act of misconduct that will result in disciplinary action. When made aware, the College will take immediate action to stop the misconduct, prevent its recurrence, and remedy its effects. The resolution processes described herein relating to reports of sexual misconduct will be prompt, thorough, and impartial and provide a meaningful opportunity for each party to be heard. The process will be conducted by College officials who, at minimum, receive annual training on issues related to sexual misconduct.

B. Complainant and Respondent Rights

1. Treatment with dignity, respect, and sensitivity by the official of the College during all phases of the disciplinary process.
2. A fair and impartial investigation.
3. Disciplinary proceedings and resolutions that are prompt and equitable and provide an opportunity for the complainant and respondent to be heard, including the provision of a live hearing.
4. Availability of Supportive Measures, regardless of whether a formal complaint is filed.
5. Timely written notice of:
  - a. The reported violation, including date, time, and location of the alleged violation;
  - b. The availability of informal resolution options;
  - c. The range of potential sanctions associated with the alleged violation;
  - d. The parties' rights and responsibilities under the sexual misconduct policy and information regarding other civil and criminal options;
  - e. The date, time, and location of each hearing, meeting, or interview that the parties are required or permitted to attend;
  - f. A final determination made by the College regarding whether or not a violation occurred and the basis for the determination;
  - g. Any sanction imposed; and
  - h. The right to appeal and a description of the appeal process.
6. Participation in the disciplinary proceedings, including:



- 
- a. Access to the evidence regarding the incident obtained by the College during the investigation or considered by the College, with personally identifiable or other information redacted as required by applicable law;
  - b. Offering testimony during the proceedings;
  - c. Submitting evidence, witness lists, and suggested specific questions to be posed to the other party(ies) involved in the disciplinary proceedings;
  - d. Providing and reviewing testimony electronically or in a way in which the parties are not required to be in the physical presence of the other;
  - e. Reviewing and providing written responses to the investigation report; and
  - f. Appealing a determination or sanction.
- C. Nothing in this Procedure shall supersede the legal obligations of a College employee or the College to comply with mandatory reporting laws, such as those applicable to sexual or other abuse of minors. In all cases, College employees and the College will comply with Montgomery College Policy 75005-Protection of Minors.

## II. Applicability

Sexual misconduct is prohibited between students, between employees, between students and employees, and by students or employees against contractors, vendors, or other individuals whose relationship to the student or employee is through the College's facilities, programs, or activities. Similarly, the College will not tolerate sexual misconduct by College contractors, vendors, or other third parties, including visitors and guests to the College, whose relationship to the victim is through the College's facilities, programs, or activities.

- A. These procedures apply regardless of the sex, sexual orientation, or gender identity and expression of either the perpetrator or the victim of sexual misconduct.
- B. These procedures apply to sexual misconduct that:
  1. occurs on College premises, including any property owned or leased by the College (including College vehicles) or that the College has permission to occupy for purposes of conducting a College-sponsored program or event;
  2. occurs in connection with any College-sponsored, College-recognized, or College-approved activities within the United States (e.g., off-campus education programs and activities such as College-sponsored field trips, athletic team travel, and events for officially recognized College clubs that occur off campus, and social activities for employees sponsored by the College or relating to the business of the College);
  3. occurs during business travel within the United States or otherwise in connection with College-related business; and,
  4. sexual harassment on or off campus in any College program or activity

---

that impacts equal educational access.

- C. All incidents of sexual misconduct should be reported so that the College may determine whether the conduct falls within the scope of the Policy and may respond appropriately under these procedures.

### III. Definitions

The following capitalized defined terms are used throughout the Procedure:

- A. Advisor – A person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct questioning for the party at the hearing, if any.
- B. Complainant - refers to an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- C. Confidential Resource – specific College employees whose role under this procedure is limited to providing confidential support and guidance to any individuals who wish to discuss alleged incidents of sexual misconduct. Confidential resources are specific College employees who are not considered to be Mandated Reporters and therefore are not required to notify the Title IX Coordinator (or alternatively, if the sexual misconduct is by or against an employee, the Director of Employee and Labor Relations) upon receipt of a report of sexual misconduct.
- D. Consent – a knowing, voluntary, and affirmatively communicated willingness to participate in a particular sexual activity or behavior. Only a person who has the ability and capacity to exercise free will and make rational, reasonable judgment can give Consent. Consent may be expressed either by words and/or by actions as long as those words and/or actions create a mutually understandable agreement to engage in specific sexual activity. It is the responsibility of the person who wants to engage in sexual activity to ensure that they have consent from the other party, and that the other party is capable of providing consent.
1. Lack of protest or resistance is not consent, nor may silence, in and of itself, be interpreted as consent. For that reason, relying solely on non-verbal communication can lead to misunderstanding.
  2. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
  3. Previous relationships, including past sexual relationships or prior consent cannot imply consent to future sexual acts.
  4. Consent must be present throughout sexual activity and may be withdrawn at any time. If there is confusion as to whether there is consent or whether prior consent has been withdrawn, it is essential that the participants stop the activity until the confusion is resolved.
  5. In order to give effective consent, one must be of legal age, as defined by applicable Maryland law.

---

Sexual activity that is forced or coerced is by definition non-consensual. Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent. There is no requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure used to obtain consent. Frequency, intensity, isolation, and duration of the behavior will be considered in making a determination of whether coercion occurred. When a party makes clear that they do not want to engage in sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. Coercing someone into sexual activity violates this Policy in the same way as physically forcing someone into sex.

It is a violation of Policy 31001 to engage in sexual activity with someone whom one knows to be – or based on the circumstances should reasonably have known to be – mentally or physically incapacitated. To be incapacitated means that a person’s decision-making ability is impaired such that they lack capacity to understand the “who, what, where, why, or how” of their sexual interaction. Incapacitation may result from sleep or unconsciousness, temporary or permanent mental or physical disability, involuntary physical restraint, or the influence of drugs or alcohol.

- E. Corrective Action – action(s) recommended by the Hearing Officer in consultation with appropriate administrator to be taken to sanction the Respondent and provide appropriate remedies to the Complainant, if the Hearing Officer concludes that there has been a violation of the College’s Sexual Misconduct Policy.
- F. Dating violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the complainant’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. 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.
- G. Domestic violence – encompasses a broad range of behaviors, including Sexual Assault, physical abuse and other forms of violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant, or by any other person against an adult or youth Complainant protected from those acts by domestic or family violence laws of Maryland.
- H. Formal Complaint – a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of

---

sexual harassment. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed for the Title IX Coordinator, or through the [Sexual Misconduct Report form](#).

- I. Formal Resolution – one of several available routes for resolution of allegations of sexual misconduct under this Procedure. Formal Resolution involves a prompt, fair, and impartial fact-finding Investigation and live hearing.
- J. Incapacitated - an individual who is Incapacitated is unable to give Consent to sexual contact. States of Incapacitation include sleep, unconsciousness, intermittent consciousness, or any other state where the individual is unaware that sexual contact is occurring. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to Consent to sexual contact. Alcohol or drug use is one of the prime causes of Incapacitation. However, a person is not incapacitated merely because they have been drinking or using drugs. Where alcohol or other substances are involved, incapacitation is determined by how the substance impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments. Because the impact of alcohol or other drugs varies from person to person, evaluating whether an individual is Incapacitated, and therefore unable to give Consent, requires an assessment of whether the consumption of alcohol or other drugs has rendered the individual physically helpless or substantially incapable of:
  - 1. making decisions about the potential consequences of sexual contact;
  - 2. appraising the nature of one's own conduct;
  - 3. communicating Consent to sexual contact; or
  - 4. communicating unwillingness to engage in sexual contact.
- K. Informal Resolution – a remedies-based, non-judicial style approach designed to address allegations of sexual misconduct without taking disciplinary action against a Respondent. Informal Resolution may not be appropriate for resolving allegations of some types of sexual misconduct.
- L. Initial Title IX Intake– an assessment, conducted by the Title IX Coordinator upon receipt of a report of an alleged violation of Policy 31001- Sexual Misconduct, to provide an integrated and coordinated response to a report of sexual misconduct.
- M. Supportive Measures – individualized services reasonably available that are nonpunitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment.
- N. Investigation – a prompt and thorough process for providing a fair and reliable means of gathering relevant and factual information in the course of Formal Resolution.
- O. Investigator – the College official, or designee, responsible for conducting investigations of reports of sexual misconduct. The College may engage internal or external individuals who are trained to conduct the resolution processes described in these procedures.
- P. Hearing Officer - is a "presiding officer" in a full hearing for the purpose of conducting a full adjudicative proceeding under this policy.

- 
- Q. Mandated Reporter - College employees who have the responsibility to notify the Title IX Coordinator when they are made aware of a student or employee experiencing sexual misconduct. Mandated Reporters do not have the Authority to implement corrective action or resolve a report of sexual misconduct.

For student Complaints, Mandated Reporters are:

- Instructional Faculty and Faculty Department Chairs,
- Coaches,
- Athletic trainers,
- Administrators (including but not limited to the Title IX Coordinator),
- Campus Public Safety Officers, and

For employee Complaints, Mandated Reporters are:

- Administrators (including but not limited to the Title IX Coordinator and the Director of Employee Relations, Diversity, and Inclusion),
- Supervisors, and
- Campus Public Safety Officers

- R. Respondent – refers to an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- S. Retaliation – Intimidation, threats, coercion, or discrimination for the purpose of interfering with any right or privilege secured by title IX..
- T. Sexual Assault – An offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
- Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
  - Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
  - Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.
- U. Sexual Harassment – Conduct on the basis of sex that satisfies one or more of the following:
1. An employee conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct; or
  2. unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or

- 
3. any instance of sexual assault, dating violence, domestic violence, or stalking.
- V. Sexual Misconduct – is an umbrella term that encompasses Dating Violence, Domestic Violence, Sexual Violence, Sexual Harassment, Sexual Assault, and Stalking. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by any person, regardless of gender identity, and can occur between people of the same or different sex, sexual orientation, or gender expression.
- W. Support Person - an individual age eighteen (18) or older who is not a Complainant or Respondent to the alleged misconduct and who serves as a silent and non-participating presence during any part of the processes under this Procedure. The role of the Support Person is solely to observe and provide moral support to a Complainant or Respondent in a way that does not disrupt or delay the process.
- X. Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. 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. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.
- Y. Third-Party Witness - an individual who may have relevant direct or circumstantial knowledge or information about the alleged misconduct.
- Z. Title IX Coordinator – the College administrator who oversees the College's centralized review, investigation, and resolution of reports of sexual misconduct. The Coordinator also oversees the College's overall compliance with Title IX. The Title IX Coordinator is responsible for:
1. providing oversight of the investigation and resolution of all reports of sexual misconduct;
  2. recommending updates to the College's policies and procedures related to sexual misconduct;
  3. designing and/or providing or overseeing training on sexual misconduct and the implementation of the College's 31001- Sexual Misconduct Policy and Procedure;
  4. advising any individual, including a Complainant, a Respondent, or a third party, about the courses of action available at the College, both informally and formally, and in the community;
  5. implementation of supportive measures

- 
6. providing assistance to any College employee or student regarding how to respond appropriately to a report of sexual misconduct;
  7. monitoring full compliance with all procedural requirements and time frames outlined in this Procedure; and,
  8. training, prevention, and education efforts and periodic reviews of climate and culture.

The College's current Title IX Coordinator is:

Kristen Roe  
9221 Corporate Blvd.  
Rockville, MD 20850  
240-567-4279  
[kristen.roe@montgomerycollege.edu](mailto:kristen.roe@montgomerycollege.edu)

#### IV. Confidential Resources

Generally, it is not confidential when a person reports Sexual Misconduct. If a person desires to keep an incident of Sexual Misconduct confidential, they should speak with individuals who have professional or legal obligations to keep communications confidential. When seeking advice and support, persons should always consider whether they want to discuss their concerns with a confidential resource. Unless there is an imminent threat to health or safety or other basis for disclosure, such as child abuse, confidentiality applies when persons seek services from the following resources.

##### A. Internal Confidential Reporting

1. Certain College employees have been deemed Confidential Resources for purposes of this Procedure:
  - a. For Students (contact a counselor directly):

Rockville Counseling Department  
240-567-5063 or 240-567-4104

Germantown Counseling Department  
240-567-7734

Takoma Park/Silver Spring Counseling Department  
240-567-1480
  - b. For Employees:

Office of the Ombuds  
240-687-6199  
[ombuds@montgomerycollege.edu](mailto:ombuds@montgomerycollege.edu)
2. Confidential Resources may need to make reports or a disclosure as required by the Jeanne Clery Act. Such reporting for purposes of the Clery Act does not require a Confidential Resource to reveal an

---

individual's identity.

3. Discussing an alleged incident of sexual misconduct with a Confidential Resource will not lead to an investigation or resolution of the incident. Confidential Resources do not have the authority to establish supportive measures or take corrective action.

B. External Confidential Reporting

Individuals who are seeking information and support may also contact the following organizations. Please note, however, that disclosures or reports made to any of these organizations may not be required to be kept confidential as a matter of law.

1. Resource for Employees

Faculty Staff Assistance Program  
1-800-935-9551 (24-hour hotline)  
1-800-855-288 TTY  
<http://www.fadv.com/eapsap/>

2. Community Resources for Students and Employees

Montgomery County Victim Assistance and Sexual Assault Program (VASAP)  
1301 Piccard Drive, Suite 4100  
Rockville, MD 20850  
240-777-4357 (24-hour crisis hotline)  
240-777-1347 TTY

V. Reporting Sexual Misconduct

The College encourages all individuals to make a report to the College and to local law enforcement whenever a crime may have been committed. The College will assist Complainant who wish to report sexual misconduct to law enforcement authorities. Reports to law enforcement and reports to the College can be pursued simultaneously.

A. Emergency Situations

1. If there is an immediate threat, if possible and necessary go to a safe location, and if injured, seek immediate medical attention.
2. Call 911 first, then call 240-567-3333 or go to the nearest Office of Public Safety:
  - a. Germantown Campus Public Safety  
282 Science and Applied Sciences (SA) Building
  - b. Rockville Campus Public Safety  
101 Counseling and Advising (CB) Building
  - c. Takoma Park/Silver Spring Public Safety  
117 Charlene Nunley Student Services (ST) Building



---

B. Internal Reporting

1. A report of sexual misconduct may be made at any time. Members of the College community are encouraged to make reports promptly in order to maximize the College's ability to obtain evidence, identify potential witnesses, and conduct a thorough, prompt, fair, and equitable investigation.
  - a. Students may report alleged sexual misconduct:
    - i. to the Title IX Coordinator in person, by mail, or electronic mail;
    - ii. to any other Mandated Reporter, as defined in Section III; or
    - iii. through the online Formal [Sexual Misconduct Report Form](#)
  - b. Employees and other members of the College community who are not students may report sexual misconduct:
    - i. to the Title IX Coordinator in person, by mail, or electronic mail;
    - ii. to the Director of Employee and Relations;
    - iii. to any other Mandated Reporter, as defined in Section III; or
    - iv. through the online [Sexual Misconduct Report Form](#).
  - c. At the time of filing a formal complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the school with which the formal complaint is filed.
  - d. When the College has knowledge of sexual harassment, but the Complainant has chosen to not file a formal complaint, the Title IX Coordinator may sign a formal complaint initiating the formal resolution process. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or a party during the resolution process.
2. Upon receiving a report, the College shall immediately inform the Complainant of available options about the involvement of law enforcement, including the Complainant's option to:
  - a. notify law enforcement authorities, including the campus Public Safety and local police;
  - b. decline to notify such authorities; and
  - c. be promptly assisted by the College, at the victim's request, in notifying local law enforcement authorities and in obtaining appropriate medical attention, including arranging transportation to the nearest hospital equipped with the Maryland State Police

---

sexual assault evidence collection kit. In Montgomery County, the only facility equipped with the Maryland State Police sexual assault evidence collection kit (SAFE) and specially trained forensic nurses is:

Shady Grove Adventist Hospital  
Forensic Medical Unit  
9901 Medical Center Drive  
Rockville, MD 20850

This is the best option to ensure preservation of evidence that may assist in proving that a criminal offense occurred or may be helpful in obtaining a protection order.

3. The College will provide support that can assist each Complainant in making decisions about whether or not to request any particular course of action. To the extent possible and reasonable, the College will respect a Complainant's autonomy in deciding how to proceed. In this process, the College will balance the Complainant's interest with its obligation to provide a safe and non-discriminatory environment for all members of the College community.

4. Safe Harbor

To encourage reporting, an individual who reports sexual misconduct, either as a Complainant or a Third-Party Witness, will not be subject to disciplinary action by the College for a violation of the College's alcohol or drug use policies if:

- a. The violation occurred during or near the time of the alleged sexual misconduct violation;
- b. The individual is determined to have made the report or is participating in an investigation as a witness in good faith; and
- c. The College determines that the violation was not an act that was reasonably likely to place the health or safety of another individual at risk.

The College may, however, initiate an educational or employment discussion or pursue other remedies regarding alcohol or other drugs.

5. Obligations of "Mandatory Reporters"

A Mandatory Reporter must promptly notify the Title IX Coordinator of any report of Sexual Misconduct brought to their attention, including Public Safety. The Title IX Coordinator works collaboratively with the reporting entity, making every effort to operate with discretion and maintain the privacy of the individuals involved. The Mandatory Reporter is not authorized to take corrective action.

- C. External Reporting

In addition, members of the College community may also report instances of sexual misconduct to applicable federal, state, or local government agencies

---

responsible for enforcing laws prohibiting sexual harassment against students or employees. For more information please contact:

U.S. Department of Education  
Office for Civil Rights  
800-421-3481  
[OCR@ed.gov](mailto:OCR@ed.gov)

Montgomery County Office of Human Rights  
Compliance Section  
240-777-8450  
[Human-Rights.Administration@montgomerycountymd.gov](mailto:Human-Rights.Administration@montgomerycountymd.gov)

D. Retaliation

The College prohibits retaliation by anyone in the College community against an individual because the individual reports sexual misconduct or participates in the College's processes related to an allegation of sexual misconduct as described in this Procedure. When the College is aware of possible retaliation, it will take immediate steps to investigate. Students or employees who commit retaliation in violation of Policy 31001 are subject to appropriate disciplinary action. A Complainant or other participant in any proceedings described in this Procedure who believes they have experienced retaliation in violation of Policy 31001 should immediately report such conduct to the Title IX Coordinator.

VI. Resolution Process

A. Initial Title IX Assessment

1. The College will meet with the Complainant to conduct an Initial Title IX Assessment when made aware of an allegation. For allegations involving students, the Title IX Assessment will be conducted by the Title IX Coordinator. For allegations involving employees, the Title IX Assessment will be conducted by the Director of Employee and Labor Relations. The Initial Title IX Assessment will:
  - a. Assess any immediate threats to the safety of the Complainant and the College community;
  - b. Inform the Complainant of their right to seek medical treatment and report to law enforcement;
  - c. Provide supportive measures to ensure equal educational access;
  - d. Determine whether the allegation could be a possible violation of the Sexual Misconduct policy
  - e. Provide the Complainant a copy of the Sexual Misconduct Policy and information on any College and community resources;
  - f. Discuss adjudication options and procedures for resolution;
  - g. Inquire about the Complainant's expressed preference regarding

---

confidentiality and resolution, including any request that no further action be taken; and

- h. Determine next steps, including possibility of informal resolution, initiation of a formal investigation, no cause, referral to appropriate disciplinary process, or referral for timely warning under the Clery Act.

2. Dismissal (Mandatory and Discretionary)

The College must dismiss a Formal Complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

- a. The conduct alleged in the Formal Complaint would not constitute Title IX Sexual Harassment as defined above, even if proved
- b. The conduct did not occur in an educational program or activity controlled by the College (including buildings or property controlled by recognized student organizations), and/or the College does not have control of the Respondent
- c. The conduct did not occur against a person in the United States
- d. At the time of filing a Formal Complaint, a Complainant is not participating in or attempting to participate in the College's education program or activity, and based on the available information, the Title IX Coordinator has determined that they do not need to sign a Formal Complaint on behalf of the College

The College may dismiss a Formal Complaint or any allegations therein if, at any time during the investigation or hearing:

- a. A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein
- b. The Respondent is no longer enrolled in or employed by the College
- c. Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein

A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it.

Upon any dismissal, the College will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

This dismissal decision is appealable by any party under the procedures for appeal.

3. Allegations Made by a Third-Party Witness

- a. Any person may report sexual misconduct whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sexual misconduct, in person, by mail, by

---

telephone, or by e-mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address, listed for the Title IX Coordinator.

- b. If a report has been made by a Third-Party Witness or other individual with knowledge of sexual misconduct but no report has been made by the individual against whom the violation is alleged to have been committed, the Title IX Coordinator will contact the individual against whom the violation is alleged to have been committed.
- c. The Title IX Coordinator will provide the individual an opportunity to make a formal complaint, review supportive measures, and to become a Complainant for purposes of this Procedure.
- d. The individual is not obligated to make such a report or to participate in the Initial Title IX Assessment or any subsequent processes.
- e. In addition, the individual may request that the College not investigate or take any action against the Respondent.

B. Supportive Measures

As part of the Initial Title IX Assessment, the College will make an immediate assessment of whether supportive measures are appropriate based on the particular circumstances. The College will treat complainants and respondents equitably, meaning that for a complainant, the College will offer supportive measures, and for a respondent, the College will follow the adjudication process before imposing disciplinary sanctions. These steps ensure the restoration or preservation of equal educational access of the parties, protect safety, and deter sexual harassment without unreasonably burdening the other party. Supportive measures are available to both parties and to the Complainant, regardless if a formal complaint is filed. When deemed in the best interests to protect the parties and the College community, the following interim remedies can be implemented with proper notice to both parties where appropriate:

- a. Providing information on available medical services;
- b. Access to counseling services and assistance in setting up initial counseling appointment, both on- and off-campus;
- c. Imposition of campus "No Contact Letter" (i.e., an official College directive that serves as a notice to an individual that they must not have verbal, electronic, written, or third-party communications with another individual);

- 
- d. Change in work schedule or job assignment or reassignment to other work group/team, or an alternative supervisor/management relationship;
  - e. Limit an individual or organization's access to certain College facilities or activities pending resolution of the matter;
  - f. Voluntary leave of absence;
  - g. Providing an escort to ensure safe movement between classes and activities;
  - h. Rescheduling of assignment(s) and/or examination(s) (in consultation with appropriate faculty);
  - i. Providing alternative course completion options (with the agreement of the appropriate faculty);
  - j. Change in class schedule, including the ability to take an "incomplete," drop a course without penalty, or transfer sections (with the agreement of the appropriate faculty);
  - k. Providing academic support services, such as tutoring;
  - l. Any other remedy that can be tailored to protect the parties and achieve the goals of this policy; and
  - m. Where a respondent poses an immediate threat to the physical health or safety of the complainant or the campus community, emergency interim withdrawal or College-imposed leave:
    - i. For students, emergency interim withdrawal pursuant to Campus Behavioral Intervention Teams - 42002; or
    - ii. For employees, College-imposed leave pursuant to Disciplinary Action and Suspension - 34002.

The College will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns.

All individuals are encouraged to report to the Title IX Coordinator concerns about failure of another individual to abide by any restrictions imposed by a supportive measure. The College will take immediate and responsive action to enforce the measure.

#### C. Grievance Process

The College resolves sexual misconduct complaints in one of two ways: informal resolution and formal resolution.

1. Informal Resolution – includes a variety of informal options for resolving

---

reports.

2. Investigation and Formal Resolution – includes an investigation, review, live hearing, outcome determination, and sanctions, if applicable.

D. Informal Resolution

The informal resolution process may be used at any point prior to reaching a determination of responsibility as long as a formal complaint has been filed and an employee is not the respondent. The College may use mediation or other informal mechanisms for resolving complaints related to a complaint alleging violation of this policy if:

1. All parties provide voluntary, written consent to use the informal process;
2. The College participates in the informal resolution by providing trained staff;
3. The alleged misconduct does not involve sexual assault or sexual coercion; and
4. All parties are provided with a written notice that includes:
  - a. The allegations.
  - b. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations.
  - c. At any time prior to agreeing to a resolution, the right of any party to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.
  - d. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
  - e. For the purposes of this procedure, a student employee is not considered an employee for purposes of informal resolution.

E. Investigation of a Formal Complaint

1. An investigation/formal resolution begins with the filing of a formal complaint by the Complainant or Title IX Coordinator.
2. The College shall initiate a prompt, thorough, and impartial Investigation to gather relevant information. Any subsequent disciplinary proceedings and resolutions shall be prompt and equitable and provide an opportunity for the Complainant and Respondent to be heard.
3. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary. All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence, and to fully review and respond to all evidence, on the record.
4. A Notice of Investigation will be issued to both parties within ten (10) business days upon determination by the Title IX Coordinator that the alleged offense is within scope of the Policy and will include the

---

following:

- a. Summary of the allegation, including time, date, and location of the alleged violation;
  - b. Potential violation(s) of Policy 31001 – Sexual Misconduct;
  - c. List of possible sanctions that may be imposed upon a finding that a violation has occurred;
  - d. The identity of the Investigator (and any applicable assistant);
  - e. Available College and community resources and services;
  - f. Invitation for both parties to submit a written statement and identify any third-party witnesses with information relevant to the complaint;
  - g. The rights and responsibilities of each party
    - i. statement that the respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the formal resolution process;
    - ii. a statement that the parties may request to see and review evidence collected in an investigation.
    - iii. The right to a Support Person and an Attorney or Non-Attorney Advisor, and the roles of such persons;
  - h. Availability and possibility of criminal and civil court options;
  - i. An outline of the process, including the contact information for the investigator and any required meetings that may be required; and
  - j. The College's prohibition against retaliation.
5. The Investigation will be conducted by an investigator (internal or external) who is trained on the definition of sexual harassment under Title IX regulations, the scope of the recipient's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, bias, and issues of relevance to create an investigative report that fairly summarizes relevant evidence..
6. An investigation typically contains the following elements:
- a. Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for all witnesses and the respondent.
  - b. Complete the investigation promptly and without unreasonable deviation from the intended timeline.
  - c. Conduct interviews with the Complainant and Respondent to gather facts about the allegation.
  - d. Allow each party the opportunity to suggest witnesses and offer potential questions to consider asking to help uncover relevant facts related to the allegation.
  - e. Interview all available relevant witnesses and conduct follow-up interviews as necessary.



- 
- f. If and when additional material alterations to allegations arise, communicate this promptly to the parties. This notice will provide the parties with a summary of the additions or alterations of the allegations, as well as any changes to the policies implicated.
  - g. Provide the parties and witnesses an opportunity to review and verify the investigator's summary notes from their respective interviews and meetings.
  - h. Write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence, copies of which are to be included in an appendix to the report.
  - i. At the conclusion of the investigation, provide the parties and their respective advisors (if so desired by the parties) a copy of the draft investigation report.
  - j. Provide the parties with an equal opportunity to inspect and review the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which the College does not intend to rely in reaching a responsibility determination, so that each party may meaningfully respond to the evidence.
  - k. Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) a secured electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which the College does not intend to rely in reaching a determination, for a ten (10) calendar-day review and comment period so that each party may meaningfully respond to the evidence. The parties may elect to waive the full ten (10) days.
  - l. Incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator(s) should document all rationales for any changes made after the review and comment period.
  - m. Incorporate any relevant feedback and share the final report with all parties and their Advisors at least ten (10) calendar days prior to a hearing. The parties and Advisors are also provided with a file of any directly related evidence that was not included in the report.
  - n. Within 3 days of receiving the final investigation report, if the Parties wish to propose any additional witnesses not included in the investigation, notice must be provided to the Title IX Coordinator including list of the names of witnesses.
  - o. No unauthorized audio or video recording of any kind is permitted during investigation meetings. If investigator(s) elect to audio and/or video record interviews, all involved parties must be made aware of and consent to audio and/or video recording.

- 
7. The College may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing: a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the recipient; or specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
  8. Upon a dismissal, the College must promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties. The notice must contain information about the appeal process.

F. Advisors

1. The parties may each have an Advisor of their choice present with them for all meetings, interviews, and hearings within the Resolution Process, if they so choose. The parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available.

Choosing an Advisor who is also a witness in the process creates potential for bias and conflict of interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-maker(s).

The College may permit parties to have more than one Advisor upon special request to the Title IX Coordinator. The decision to grant this request is at the sole discretion of the Title IX Coordinator and will be granted equitably to all parties.

2. The advisor may be a friend, mentor, family member, attorney, union representative or any other individual a party chooses to advise and consult with them throughout the resolution process. The parties may choose advisors from inside or outside the Montgomery College community. The Title IX Coordinator will also offer to assign a trained Pool member to serve as an advisor for any party if the party so chooses. The parties may choose their advisor from the Pool, a non-trained advisor from outside the pool, or proceed without an advisor.
3. The parties may be accompanied by their advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help their advisees prepare for each meeting and are expected to advise ethically, with integrity, and in good faith.
4. Montgomery College cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not, or cannot afford an attorney, the College is not obligated to provide an attorney. The College will, however, provide a party with an advisor selected by the Title IX Coordinator from the Pool if a hearing proceeding takes place and the party has not previously been accompanied by an advisor. A College-appointed advisor is a process advisor who is trained on the institutional process and how to conduct

---

appropriate cross-examination during the hearing. The advisor provided by the College is not an advocate or attorney and is not able to provide the same kinds of advice that an advocate or attorney is trained to provide, but will act in the best interests of their advisee.

5. Parties may have assistance by a licensed attorney, an advocate supervised by an attorney, or a trained advocate throughout the disciplinary proceedings, including:
  - a. Attendance at hearings, meetings, and interviews,
  - b. Private consultations during hearings, meetings, and interviews, except during a questioning at a hearing; and
  - c. Assistance with the exercise of any rights during the disciplinary proceedings. Notwithstanding the choice that the parties make in regards to the above, the presence of no more than two people, including a personal supporter, an attorney, or an advocate, at any hearing, meeting, or interview during the disciplinary proceedings.
  
6. Student Right to Paid Counsel for College Disciplinary Proceedings involving Sexual Assault.
  - a. Maryland Law (Education Article of the Annotated Code of Maryland, §11-601) requires the Maryland Higher Education Commission (MHEC) to pay reasonable costs and attorney's fees, subject to state funding and eligibility requirements, for:
    - i. A current or former student who makes a complaint on which a formal Title IX investigation is initiated and who was enrolled as a student at the time of the incident that is the basis of the complaint, unless the student knowingly and voluntarily chooses not to have counsel; and
    - ii. A current or former student who responds to a complaint on which a formal Title IX investigation is initiated and who was enrolled as a student at the time of the incident that is the basis of the complaint, unless the student knowingly and voluntarily chooses not to have counsel.
  
  - b. In consultation with State and local bar associations and legal services providers with expertise about sexual misconduct, MHEC will develop a list of attorneys and legal services programs willing to represent students on a pro bono (no cost to the student) basis or at fees equivalent to those paid to attorneys under civil legal services programs administered by the Maryland Legal Services Corporation.
  
  - c. A student may select an attorney from the list developed by MHEC to assist them throughout any disciplinary proceedings.
  
  - d. If a student selects and retains an attorney who is not on the list developed by MHEC, MHEC will pay fees to the attorney selected by the student that are equivalent to those paid to

---

attorneys under civil legal services programs administered by the Maryland Legal Services Corporation.

- e. MHEC is not required to pay a student's attorney fees for representation in a criminal or civil matter.
  - f. The College may not discourage a student from retaining an attorney.
  - g. The student right to counsel will not prohibit the College from imposing interim safety measures.
7. All advisors are subject to the same College rules, whether they are attorneys or not. Advisors may not address campus officials in a meeting or interview unless invited to. The advisor may not make a presentation or represent their advisee during any meeting or proceeding and may not speak on behalf of the advisee to the investigators or other decision-makers except during a hearing proceeding, as described below.
  8. The parties are expected to ask and respond to questions on their own behalf throughout the investigation. While the advisor generally may not speak on behalf of their advisee, the advisor may consult with their advisee, either privately as needed, or quietly by passing notes during any resolution process meeting or interview, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for breaks to step out of meetings to allow for private consultation.
  9. Advisors may be given an opportunity to meet with the administrative officials conducting interviews/meetings in advance of these interviews or meetings. This pre-meeting allows advisors to clarify any questions they may have, and allows the College an opportunity to clarify the role the advisor is expected to take.
  10. Advisors are expected to refrain from interference with the College's investigation and resolution. Any advisor who interferes with or obstructs the investigation and resolution process, or otherwise disregards the parameters set forth in this procedure, will be warned once and only once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting, that meeting will typically continue without the advisor present. Subsequently, the Title IX Coordinator will determine whether the advisor may be reinstated or replaced by a different advisor.
  11. The College expects that the parties may wish to have the College share documentation and evidentiary information related to the allegations with their advisors. Parties may share this information directly with their advisor, or other individuals if they wish. Doing so may help the parties participate more meaningfully in the resolution process. The College provides a consent form that authorizes the College to share such information directly with the advisor. The parties must either complete this form or provide similar documentation consenting to a release of

---

information to the advisor before the College is able to share records with an advisor. While the College seeks consent for information sharing with advisors, the College is required to share the final investigation report and directly related evidence with the advisor in order to prepare for the hearing. If a party requests that all communication be made through their attorney advisor, the Institution will comply with that request.

12. Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the College. The College may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the Institution's privacy expectations.
13. The College expects an advisor to adjust their schedule to allow them to attend College meetings when planned. The College does not typically change scheduled meetings to accommodate an advisor's inability to attend. The College will, however, make reasonable provisions to allow an advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.
14. A party may elect to change advisors during the process, and is not obligated to use the same advisor throughout. The parties are expected to inform the investigators of the identity of their advisor at least one (1) day before the date of their first meeting with investigators (or as soon as possible if a more expeditious meeting is necessary or desired). The parties are expected to provide timely notice to investigators if they change advisors at any time.
15. For parties who are entitled to union representation, the College will allow the unionized employee to have their union representative (if requested by the party) as well as an advisor of their choice present for all resolution-related meetings and interviews. To uphold the principles of equity, when at least one of the parties' request union representation, they are entitled to a non-union representative as well. In such cases, the other party (regardless of union membership) will be permitted to have two advisors. Witnesses are not permitted to have union representation or advisors in resolution process interviews or meetings.

G. Role and Participation of Witnesses

Witnesses (as distinguished from the parties) who are faculty, students, or staff of the College are encouraged cooperate with and participate in the College's investigation and resolution process.

While in-person interviews for both parties and all potential witnesses are ideal, circumstances (e.g. study abroad, summer break) may require individuals to be interviewed remotely using technology. Witnesses may also provide written statements in lieu of interviews, if deemed appropriate by the investigators, though not preferred.

---

H. Assurances to Persons Involved, Safeguarding of Privacy. All individuals, including the Complainant, the Respondent, and any Third-Party Witnesses, will be treated with appropriate sensitivity and respect. The Investigator will safeguard the privacy of the individuals involved in a manner consistent with law and College policy and the need to investigate the matter.

I. Consolidation of Investigations. At the discretion of the Title IX Coordinator, multiple reports may be consolidated against a Respondent(s) in one Investigation, if the evidence related to each incident would be relevant and probative in reaching a determination on the other incident.

J. Referral for Hearing  
Provided that the contested allegations are not resolved through Informal Resolution, the Title IX Coordinator will refer the matter for a hearing at least ten (10) days after the conclusion of the investigation, barring unusual circumstances.

1. Notice of Hearing

At least 10-days prior to the hearing, or as far in advance as is reasonably possible if an accelerated hearing is scheduled with the consent of the parties, the Hearing Officer will send a letter of notice to the parties. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered. The letter will contain:

- a. A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
- b. The time, date, and location of the hearing and a reminder of the importance of their attendance, superseding all other campus activities. If any party does not appear at the scheduled hearing, the hearing will be held in their absence. For compelling reasons, the Hearing Officer may reschedule the hearing.
- c. Notification that the parties may have the assistance of an advisor of their choosing at the hearing (See Section on "Advisors" above). If any party does not have an advisor, the Title IX Coordinator will appoint one from the Pool.
- d. The parties will be provided the names of the Hearing Officer at least ten (10) days in advance of the hearing. All objections to the Hearing Officer must be raised in writing and submitted to the Title IX Coordinator as soon as possible. The Hearing Officer will only be removed if the Title IX Coordinator concludes that the Hearing Officer's bias or conflict of interest precludes an impartial hearing of the allegation.

2. Pre-Hearing

The Hearing Officer, after consultation with the parties as necessary, will provide the names of witnesses who will be participating in the hearing with the parties prior to the hearing. Any witness scheduled to participate in

---

the hearing must have been interviewed first by investigators [or have proffered a written statement], unless all parties consent to the witness' participation in the hearing.

3. Alternative Hearing Options

If a party or parties prefer not to attend the hearing in person, the parties should request alternative arrangements from the Hearing Officer at least five (5) days prior to the hearing. The Hearing Officer may arrange to use technology to allow remote testimony without compromising the fairness of the hearing.

4. Evidentiary Considerations

- a. Except for the evidentiary prohibitions set forth below, any evidence that the Hearing Officer believes is relevant and credible may be considered, including an individual's prior misconduct history, as well as evidence indicating a pattern of misconduct. When prior misconduct is related to the current allegations, the prior misconduct may be considered at the findings stage of the process; unrelated prior misconduct (e.g. alcohol abuse) will only be considered during sanctioning. The Hearing Officer may exclude irrelevant or immaterial evidence and may choose to disregard evidence lacking in credibility or that is improperly prejudicial.
- b. While previous conduct violations by the respondent are not generally admissible as information supporting the current allegation, the investigator(s) may, after a determination of responsibility is made that may result in sanctions, supply the Hearing Officer with information about previous misconduct, good faith allegations, and/or findings, when that information suggests a potential pattern and/or predatory conduct.
- c. Previous disciplinary action of any kind involving the respondent may be considered in determining the appropriate sanction, because the Institution uses a progressive discipline system.
- d. The Hearing Officer renders a determination based on the preponderance of the evidence, i.e., whether it is more likely than not that the respondent violated policy.

5. Evidentiary Prohibitions

The Hearing Officer shall not consider certain evidence, including:

- a. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior. Such questions and evidence 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.

- b. Questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege..

6. Hearing Procedures

Hearings will usually be convened at least 10-days days from the completion of the final investigative report and will be conducted in private. Participants will include the Hearing Officer, investigator(s) who conducted the investigation, the Complainant and Respondent organizational representatives when an organization is the respondent), advisors and support person to the parties (the parties may have up to two people present, one advisor and one support person), and any called witnesses.

a. Investigator Presents the Report

- i. The Hearing Officer explains the procedures and introduces the participants.
- ii. The investigator(s) will then present the report of the investigation and will be subject to questioning by the Hearing Officer and parties. The investigator(s) will be present during the entire hearing process. Once the investigator(s) present their report and are questioned, the parties may provide relevant information in turn and the Hearing Officer will permit questioning of the parties and witnesses through the respective Advisors.

b. Participation in Hearing

The Complainant and Respondent have the right to be present at the hearing. If, despite being notified of the date, time, and location of the hearing, any party is not in attendance, the hearing may proceed as described below. Neither party is required to participate in the hearing in order for the hearing to proceed. Investigators will be present, unless the Hearing Officer permits an absence under extenuating circumstances.

c. Questioning

- i. Questioning will be permitted of investigators, parties, and witnesses by the advisors to each party and the Hearing Officer, including cross examination contesting a party's or witness's credibility. Direct cross examination by the parties is prohibited; the party's advisor must conduct the cross-examination on behalf of that party.



- 
- ii. The Hearing Officer has absolute discretion to determine which questions are relevant to the determination and may decline to permit certain questions.
  - iii. The Hearing Officer may direct that certain live questions, once posed, are not appropriate and should not be answered. In such instances, the Hearing Officer will provide the questioning advisor with a rationale for their exclusion of the specific question(s). The Hearing Officer is responsible for ensuring that neither abusive nor inappropriate questioning occurs. The Hearing Officer will explain, on the record, the reason any question has been determined not appropriate to be answered.
  - iv. The Hearing Officer may consult with the College's General Counsel, when needed, to help assess the appropriateness of specific questions. If any party or advisor is disrespectful of or disruptive to the proceedings, the Hearing Officer will take actions they deem appropriate to preserve appropriate decorum.

d. Evidence Presented at the Hearing

- i. Formal rules of evidence do not apply. Any evidence that the Hearing Officer believes is relevant and credible may be considered, except for the prohibitions stated in this procedure. The Hearing Officer is responsible for addressing any evidentiary concerns prior to and/or during the hearing, may exclude irrelevant or immaterial evidence, and may disregard evidence lacking in credibility or that is improperly prejudicial. The Hearing Officer will determine all questions of procedure and evidence. Anyone appearing at the hearing to provide information will respond to questions on their own behalf. An advisor is not permitted to answer questions on behalf of the party.
- ii. Unless the Hearing Officer determines it is appropriate, no one will present information or raise questions concerning: (1) incidents not directly related to the possible violation, unless they evidence a pattern, (2) the sexual history of the Complainant (though there may be a limited exception with respect to pattern, the sexual history between the parties, or where evidence regarding the Complainant's sexual history is offered to prove that someone other than the Respondent engaged in the reported misconduct), if relevant, (3) or the character of the parties. While previous conduct violations by the respondent are not generally admissible as information about the present allegation, the investigators may supply the Hearing Officer with information about previous findings to consider as possible evidence of pattern and/or predatory conduct.

- 
- iii. There will be no observers in the hearing unless an exception is granted by the Hearing Officer. The Hearing Officer will allow witnesses who have relevant information to attend only the portion of the hearing where that witness is responding to specific questions from the Hearing Officer or the parties involved, and then be excused.
  - iv. In hearings involving more than one Respondent or in which two (2) or more complainant's have accused the same individual of substantially similar conduct, the standard procedure will be to hear the allegations jointly; however, the Title IX Coordinator may permit the investigation and/or hearings pertinent to each Complainant to be conducted separately, if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent.
  - v. Hearings (except for deliberations) are recorded for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted. The Hearing Officer, the parties, their advisors and appropriate administrative officers of the College will be allowed to listen to the recording in a controlled environment determined by the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator.
- e. Deliberation and Determination of Outcome
- i. The Hearing Officer will deliberate in closed session to determine whether the respondent is responsible or not responsible for the policy violation(s) in question. The Hearing Officer will base the determination(s) on a preponderance of the evidence (i.e. whether it is more likely than not that the respondent committed each alleged violation).
  - ii. If the Hearing Officer concludes that there has been a violation of the College's 31001-Sexual Misconduct Policy, the final determination and implementation of sanctions will be formulated in consultation with the appropriate administrators/disciplinary authority:
    - a) The Hearing Officer and The Director of Employee and Labor Relations and the Chief Human Resources Officer (for matters where the Respondent is an employee), or
    - b) The Hearing Officer and the appropriate Dean of Student Affairs (for matters where the

---

Respondent is a student).

- iii. All sanctions shall be consistent with the College's applicable policies, depending on the identity of the Respondent.
  - a) Students: [Student Code of Conduct \(42001\)](#)
  - b) Employees: the College's [Disciplinary Action and Suspension Policy \(34002/32002CP\)](#), the College's [Discharge of Administrators and Staff Policy \(34003/34003CP\)](#), the [Personnel Grievance Process for Non-Bargaining Staff \(34101/34101CP\)](#), the grievance procedure under applicable [collective bargaining procedures](#), or any other applicable processes.

f. Notice of Outcome

- i. The Hearing Officer will then prepare a written deliberation report and deliver it to the Title IX Coordinator, detailing the finding, the information used in support of its recommendation, and any information the Hearing Officer excluded from its consideration and why. The report should conclude with any sanctions.
- ii. The Hearing Officer, using the deliberation report, will prepare a letter of outcome and will share the letter with the parties, including the final determination and applicable sanction(s), within three (3) days of sending the deliberative report to the Title IX Coordinator. The letter of outcome will be shared with the parties without significant time delay between notifications. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official Institution records, or emailed to the parties' Institution-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered. The letter of outcome will contain the following information:
  - a) Identify the specific policy(ies) reported to have been violated, including the relevant policy section;
  - b) a description of the procedural steps taken by the College from the receipt of the misconduct report to the determination, including any and all notifications to the parties, interviews with parties, and witnesses, site visits, methods used to obtain evidence, and hearings held.
  - c) specify the finding on each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at

- 
- issue; a statement of, and rationale for, the result of each allegation to the extent the College is permitted to share such information under state or federal law;
  - d) any corrective actions issued which the College is permitted to share according to state or federal law; and any remedies provided to the complainant designed to ensure access to the College's educational program or activity, to the extent the College is permitted to share such information under state or federal law; and
  - e) the notification will also include information on when the results are considered by the College to be final, any changes that occur prior to finalization, and the relevant procedures and bases for any appeals options that are available.

## VII. Appeals

- A. Both parties have an opportunity to appeal from a determination regarding responsibility, and from the College's dismissal of a formal complaint or any allegations therein.
- B. An appeal must be filed within ten (10) business days after notice of dismissal or notice of outcome. After this ten-day timeframe, the right to appeal has been waived.
- C. The grounds for appeal are limited to:
  - 1. A procedural error or omission occurred that significantly affected the outcome.
  - 2. To consider new evidence, unknown or unavailable during the original Investigation, that could substantially impact the Investigative Findings and/or Determination (a summary of this new evidence and its potential impact must be included in the written statement of appeal);
  - 3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
  - 4. The recommended Corrective Actions are substantially disproportionate to the severity of the violation or fall outside the range of sanctions the College has designated for purposes of its 31001 - Sexual Misconduct Policy.
- D. A written request must be sent to the designated Senior Vice President or designee, hereinafter collectively referred to as the Reviewing Official:
  - 1. The Senior Vice President for Administrative and Fiscal Services (for employees)

---

2. The Senior Vice President for Student Affairs (for students)

- E. The designated Senior Vice President may elect to serve as the Reviewing Official or designate another administrator to serve as the Reviewing Official. In any case, the Reviewing Official shall not have a conflict of interest or bias for or against the Complainant or the Respondent. The Complainant or the Respondent may submit a written request to the Reviewing Official, with a copy to the designated Senior Vice President, that the Reviewing Official excuse him/herself. The grounds for such request are limited to: (1) claim of bias, (2) conflict of interest, and (3) inability to be fair or impartial. The request must clearly state the grounds to support a claim of bias, conflict of interest, or an inability to be fair and impartial. This challenge must be raised within two (2) days after receipt of the Investigative Summary. The designated Senior Vice President shall grant or deny the recusal request within two (2) days after receipt of the request.
- F. Upon receipt of an appeal, the Reviewing Official or their designee shall notify the non-appealing person or persons, and the Title IX Coordinator. The Reviewing Official will provide both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- G. The Reviewing Official or their designee will generally be limited to a review of the Investigative Report and evidence file (i.e., the materials collected by the Investigator in the course of conducting the Investigation), the hearing recording, the Hearing Officers deliberative report, the College's 31001-Sexual Misconduct Policy, and any other appropriate College policy and the Respondent's and/or Complainant's written appeal. The Reviewing Official, or their designee, may, in their sole discretion, ask the Title IX Coordinator, the investigator, or the Hearing Officer to clarify the Investigation report, hearing procedure and deliberative report, or remand the report back for additional investigation concerning any new evidence identified in the appeal or to assist in determining whether there was, in fact, a procedural error, if such Reviewing Official or their designee believes such an alleged error may have affected the outcome of the Investigation/Hearing and the Findings/Determination by the Hearing Officer.
- H. If the Reviewing Official or their designee determines in the course of their review that there was a procedural error that substantially affected the outcome of the Investigation, or that other circumstances exist requiring additional investigation and hearing, the Reviewing Official shall order the Investigation and hearing to be reopened subject only to direction/supervision by and any terms/conditions imposed by the Reviewing Official (including, in any case in which substantial bias was present, appointment of a new Investigator or Hearing Officer). No disciplinary action may be carried out prior to the Reviewing Official or their designee expressly so directing in their Notice of Appeal Outcome.
- I. Within fifteen (15) days after the Reviewing Official receives the appeal, the Reviewing Official or her or his designee shall issue a Notice of Appeal Outcome either upholding the Hearing Findings and Determination and recommended Corrective Action of the Hearing Officer or remanding the case back to the Investigator. The Notice of Appeal Outcome of the Reviewing Official shall be final and will be forwarded simultaneously to the Complainant, Respondent, the Title IX Coordinator, appropriate Senior Vice President, campus Vice President and Provost, and the General Counsel.

- 
1. In the case of an appeal involving a student (i.e., in which either the Complainant and/or Respondent is a student), a copy of the Notice of Appeal Outcome shall be forwarded to the appropriate Dean or to the appropriate campus Vice President and Provost.
  2. In the case of an appeal involving a staff member (i.e., in which either the Complainant and/or Respondent is a staff member), a copy of the Notice of Appeal Outcome shall also be forwarded to the Director of Employee and Labor Relations, the Associate Senior Vice President of Human Resources and Strategic Talent Management, the employee's immediate supervisor, and other appropriate administrators.
  3. In the case of an appeal involving a faculty member (i.e., in which either the Complainant and/or Respondent is a faculty member), a copy of the Notice of Appeal Outcome shall be forwarded to the Director of Employee and Labor Relations, the Associate Senior Vice President of Human Resources and Strategic Talent Management, the Senior Vice President for Academic and Student Services, the Instructional Dean who has supervisory authority over the faculty member's academic department, and other appropriate administrators.

VIII. Implementation of Corrective Action

- A. If a notice of appeal is not submitted to the appropriate Senior Vice President in accordance with Section VII. above, the appropriate administrators/disciplinary authority shall act to implement the recommended Corrective Action as soon as possible, but no later than twenty (20) days after the appropriate administrators/disciplinary authority receives notice of the corrective action.
- B. If a notice of appeal is submitted to the appropriate Senior Vice President, the appropriate unit administrator/disciplinary authority shall act to implement recommended Corrective Action as soon as possible but no later than twenty (20) days after the appropriate unit administrator/disciplinary authority receives a copy of the Notice of Appeal Outcome containing the final recommended Corrective Action.
- C. Notwithstanding the foregoing, in cases where the Complainant or Respondent is an employee covered by a collective bargaining agreement, the employee may seek review of the recommended Corrective Action (or, if an appeal has been filed, the Notice of Appeal Outcome) under any grievance procedures available under the employee's collective bargaining agreement. If both Complainant and Respondent are employees covered by different collective bargaining agreements, the grievance procedures in the agreement that covers the party challenging the decision shall be used. If a Complainant or Respondent covered by a collective bargaining agreement seeks review of the recommended Corrective Action through the applicable agreement's grievance procedure, they may not also appeal the recommended Corrective Action under this Procedure. However, a Complainant or Respondent may appeal a recommended Corrective Action under this Procedure and then seek review of the Notice of Appeal Outcome under the grievance procedure of the applicable collective bargaining agreement.

---

If the Hearing Officer makes a Finding or the Reviewing Official makes a final written determination that there has been a violation of the College's policy with respect to a grade awarded to a student, the Hearing Officer or the Reviewing Official shall make no determination with respect to the Corrective Action to be taken regarding a specific grade assignment. The Hearing Finding or final written determination shall be forwarded to the Complainant, Respondent, and the appropriate Dean, who shall select a review committee in accordance with the procedures stated in the Academic Regulations for the review of allegations of arbitrary and capricious grading. The Committee, which is established pursuant to 53001-Academic Regulations to review allegations of arbitrary and capricious grading, shall have no authority to reverse the Investigative Finding or Determination of the Investigator or the final written determination of the Reviewing Official, and shall confine its consideration to a determination of the appropriate Corrective Action with respect to the grade. The Committee shall, within twenty (20) days after appointment of the Committee and its receipt of the Initial Finding and Determination or final written determination, forward to the Investigator and the Reviewing Official, Complainant, and Respondent a written recommendation as to the appropriate Corrective Action with respect to the grade.

Within ten (10) days after receipt of the written recommendation of that Committee, the Senior Vice President for Academic Affairs and the Senior Vice President for Student Services shall review the recommendation of the Committee and, upon completing such review, shall issue a final written determination of the Corrective Action with respect to the grade she or he determines to be appropriate for such violation (which she/he shall implement), and a copy of which shall be forwarded to the Complainant, Respondent, Reviewing Official, and Hearing Officer.

IX. Notice of Final Outcomes

Once an appeal has exhausted the process set forth above, the Notice of Appeal Outcome is the final administrative decision of the College. The Title IX Coordinator shall simultaneously send the Notice of Appeal Outcome to the Complainant and Respondent .

X. Sanctions

- A. Both parties shall be informed of the outcome of any investigation and adjudicative process based on a violation of this policy. The College shall not publicly disclose personally identifiable information about either of the parties, except as required by law.
- B. Employees found in violation of this policy are subject to a range of disciplinary action up to and including discharge, depending on the circumstances (See Appendix I for possible sanctions).
- C. Students found in violation of this policy are subject to disciplinary action based on the circumstances and nature of the violation. Sanctions include, but are not limited to dismissal from the College (suspension or expulsion) and other sanctions provided by 41001-Student Code of Conduct (See Appendix I for possible sanctions).
- D. Persons who commit Sexual Misconduct in violation of federal, state, or local law

---

may also be subject to criminal charges and penalties.

XI. Records

- A. The Title IX Coordinator and the Director of Employee and Labor Relations will retain records of all reports, regardless of whether the matter is resolved by means of an Initial Title IX Assessment, Informal Resolution or Investigation/Formal Resolution. Reports resolved by means of an Initial Title IX Assessment or Informal Resolution are not part of a student's conduct file or academic record or of an employee's personnel file. Records will be maintained by the Title IX Coordinator for 7 years.
- B. Affirmative findings of responsibility in matters resolved through Investigation/Formal Resolution are part of a student's conduct record and an employee's labor relations record. Such records shall be used in reviewing any further conduct, or developing sanctions, and shall remain a part of a student's conduct record or an employee's labor relations record.
- C. Generally, suspension, demotion, and discharge are permanently noted in an employee's labor relations record. The labor relations records of employees who have been suspended, demoted, or discharged are maintained in the Associate Senior Vice President for Human Resources and Strategic Talent Management Office according to the College's published retention schedule. Further questions about record retention should be directed to the Associate Senior Vice President for Human Resources and Strategic Talent Management Office.
- D. Generally, suspension, expulsion, and withdrawal are permanently noted on a student's transcript. The conduct files of students who have been suspended or expelled from the College are maintained in the Senior Vice President of Student Services Office indefinitely. Conduct files of students who have not been suspended or expelled are maintained in the Dean of Students office for no fewer than seven years from the date of the incident. Further questions about record retention should be directed to the Senior Vice President for Student Services office.

XII. Time Limits

Business days are defined as all days during the calendar year other than Saturdays, Sundays, and days the College is closed.

The Title IX Coordinator, Director of Employee and Labor Relations, and, where appropriate, the Senior Vice Presidents, or designees, may exercise reasonable discretion to adjust the time limits set forth in this procedure.

XIII. Receipt of Notification

Whenever, under these procedures, individuals must be notified in writing, a copy shall be served in person, by certified, return receipt requested mail to the address that is kept on file at the College, or via email. For purposes of computing any time frames under these procedures, where service is by US mail, the date of service shall be considered to be the third day after the postmarked date of the letter. It is the responsibility of the individual to ensure that the College has their current address on file.



---

XIV. Pursuant to the President's authority to establish the foregoing Procedure, the President may amend, modify, or supplement this Procedure, or replace the Procedure in whole or in part, at any time and from time to time.

Administrative Approval: June 29, 2015; October 28, 2015; October 11, 2018; June 18, 2019; September 7, 2021; February 22, 2023

## **ATTACHMENT IV**

# **PREVENTION OF BULLYING AND WORKPLACE VIOLENCE POLICY 31011 AND PROCEDURE 31011CP**

Chapter: Personnel

Modification No. 002

Subject: **Prevention of Bullying and Workplace Violence**

---

- I. Montgomery College is committed to maintaining a working, learning, and social environment in which the rights and dignity of all employees, students, and visitors are respected.
- II. Montgomery College views bullying and/or violent behavior as unwelcome, disruptive, and contrary to the development and maintenance of a safe, productive and supportive work environment. Such behavior is prohibited. Employees who exhibit such behavior will be held accountable. Visitors who exhibit such behaviors will be removed from College premises. Supervisors, in conjunction with the Office of Human Resources and Strategic Talent Management (HRSTM), are responsible for ensuring that the College appropriately investigates allegations of bullying and/or violent behavior. Supervisors, in conjunction with HRSTM, are also responsible for recommending appropriate disciplinary action against individuals found to have violated this policy.
- III. It is the policy of Montgomery College to expressly prohibit bullying and violent behavior or threats of violent behavior against any other employee, student, or visitor on College property (including its leased locations) at any time or while engaged in business with or on behalf of the College. Montgomery College will not condone any behavior that it considers to be bullying or violent, including hostile, aggressive, and intimidating conduct and behavior that impairs another's ability to perform that individual's responsibilities to the College or to participate in curricular and/or extracurricular activities. Furthermore, reprisal or retaliation against a complainant, witness, or anyone with information about behavior in violation of this policy is strictly prohibited.
- IV. Nothing in this policy should be read to impede academic freedom or violate rights to free expression. The prohibition against aggressive, bullying, and/or violent behavior will not constrain commonly accepted workplace management practices (e.g. performance reviews, disciplinary action, changes in employee status, etc.) that are carried out consistent with College Policies.
- V. The President is authorized to develop procedures to implement this policy.

---

Board Approval: June 20, 2011; November 13, 2017.

Subject: **Prevention of Bullying and Workplace Violence**

---

I. Purpose

- A. Montgomery College is committed to establishing and maintaining an environment in which the rights and dignity of all employees, students, and visitors are respected and where all members of the Montgomery College community can work and participate in College educational and/or workplace settings free from all forms of bullying and violent behavior.
- B. Bullying and violent behavior, as defined by this policy and procedure, will not be tolerated and the College will consider any violation of 31011/31011CP as an act of misconduct that will result in disciplinary action.
- C. The College has taken steps to prevent and promptly correct behavior not covered by this policy and procedure. Discriminatory conduct is covered by 31006/31005CP-Equal Opportunity and Non-Discrimination Policy and 41002/41002CP-Equal Educational Opportunity and Non-Discrimination Policy. Sexual misconduct, including sexual harassment, sexual assault, intimate partner violence/abuse, sexual exploitation, and sexual intimidation is covered by 31001/31001CP-Sexual Misconduct.

II. Scope and Applicability

- A. Employees, students, and visitors are prohibited from engaging in bullying, retaliation, and/or violent behavior, as those terms are defined in this procedure. This prohibition applies regardless of whether the behavior is exhibited toward other employees, students, or visitors.
- B. Individuals found to have violated this policy and procedure will be subject to disciplinary action in accordance with applicable College policies and procedures (such as 34002, 34002CP, 34003, and 34003CP) and/or collective bargaining agreements. Sanctions may include any available disciplinary measure, up to and including, discharge.
- D. In the event a third party (someone who is not a College employee or student) violates this Policy and Procedure against a College student or employee, the College will take appropriate action within its control to address the conduct and prevent its recurrence, including but not limited to, contacting law enforcement, and barring the third party from the College's property.

III. Definitions

- A. "Bullying" is abusive conduct that is threatening, unwelcome, aggressive, hostile, intimidating, harassing, and/or unreasonable behavior that demeans, mentally or physically intimidates, or humiliates people either as individuals or as a group. Bullying is typically a repeated course of conduct but may occur as a single incident. Bullying can be conducted by an individual or multiple individuals. Bullying may, but need not, result in physical harm; emotional and/or

psychological harm; economic harm; and/or reputational harm. Bullying is not limited to conduct between individuals with a certain relationship. For example, bullying may be peer to peer, subordinate to supervisor, supervisor to subordinate, and faculty/employee to student, among other relationships. Bullying includes, but is not limited to:

1. Verbal/written bullying, such as ridiculing, insulting, verbally abusing, or maligning a person, either in person or in writing; making abusive, threatening, or derogatory remarks to or about a person; and/or attempting to exploit an individual's known intellectual or physical vulnerabilities; and
2. Cyberbullying, such as bullying an individual using any electronic form, including, but not limited to, the internet, email, cellular phones, and/or other electronic resources.
3. Conduct that amounts to bullying as defined here may, in appropriate circumstances, also meet the definition of other conduct discussed in 31011 and 31011CP, or elsewhere in the College's Policies and Procedures.

Bullying does not include the following conduct unless the conduct meets the definition set forth above:

1. A supervisor or any person with supervisory authority reporting and/or documenting an employee's unsatisfactory job performance and the potential consequences of such performance;
  2. A supervisor or any person with supervisory authority administering and/or recommending discipline;
  3. A College employee advising a student of unsatisfactory academic work and the potential for course failure or dismissal from a program; and
  4. A College employee advising a student of inappropriate behavior that may result in disciplinary proceedings.
- B. "Retaliation" is the punishment of or an action taken against an employee or student by a College employee or agent for: (1) reporting bullying and/or violent behavior; or (2) participating in an investigation into bullying and/or violent behavior. Retaliation can include, but is not limited to, demotion, discipline, discharge, salary reduction, and certain job/shift reassignment.
- C. "Violent behavior" includes physical violence toward a person and/or property, as well as threats of violence, whether direct or indirect. Violent behavior includes all forms of physical violence, all stated threats of violence, and behavior that would lead a reasonable person to believe that someone may act violently. Conduct that amounts to violent behavior as defined here may, in appropriate circumstances, also meet the definition of other conduct discussed in 31011 and 31011CP, or elsewhere in the College's Policies and Procedures. Examples of violent behavior include, but are not limited to:

1. Physically touching another person in a non-consensual manner, such as pushing, punching, shoving, kicking, and/or tripping;
2. Intentionally damaging a person's work area or personal property or College property;
3. Damaging, destroying, interfering with, and/or sabotaging another's work product;
4. Making a credible threat of violence toward another;
5. Making a credible threat to damage and/or destroy another's property or work product, or College property;
6. Directing threatening gestures toward a person;
7. Behaving aggressively or hostilely in a manner that creates an objective reasonable fear of physical injury to another person or property;
8. Making harassing or threatening telephone calls, or sending harassing or threatening letters or other forms of written or electronic communications;
9. Stalking (as defined in 31001-Sexual Misconduct);
10. Possessing a weapon, as defined in 77002-Prohibition of Weapons on Campus, while on College property or while on College business (unless specifically approved as a job-related requirement);
11. Using any object in a threatening or weapon-like manner;
12. Committing an act or acts of violence;
13. Engaging in overt physical intimidation and/or aggression.

D. A "College educational and/or workplace setting" is defined as any location where an employee performs any work-related duty or student engages in any curricular or extracurricular activity. This setting includes but is not limited to, all College owned and leased premises, rental locations, off-site locations where College activities occur, and locations where College business, curricular, and/or extracurricular activities take place. College educational and/or workplace setting also includes online environments that the College operates and/or provides for employee or student use.

#### IV. Reporting Procedures

##### A. Situations Involving Violent Behavior and Bullying

1. If presented with bullying, violent behavior or the threat of violent behavior, aggressor, if possible, and notify the Office of Public Safety. If at an off-site location, contact 911 then notify the appropriate Office of Public Safety listed in IV, A, 4 below.
2. If a threat of violence is immediate, call 911 and provide all relevant details. After making the request for emergency assistance via 911, call the Office of Public Safety and provide all relevant details, including current location so that a Public Safety Officer can be dispatched to obtain additional information.
3. As soon as practical, employees shall report the incident to their supervisor or to someone in the employee's supervisory chain, and, if the aggressor is an employee, to the Director of Employee and Labor Relations (ELR). Upon notification, the supervisor is responsible for ensuring that ELR is notified.

4. In cases where a student is the reporting party and the aggressor is an employee, the Deputy Director of Public Safety for that campus or the closest campus for off-site locations is responsible for notifying the Director of ELR.

Westfield – TPSS  
GBTC – Germantown  
Community Engagement Centers – closest public campus

5. In all cases where the behavior rises to the level of a crime, it will be investigated as such. If the aggressor is a student, the incident may be investigated as a crime and as a violation of the Student Code of Conduct.
6. When reporting threats or acts of bullying or violence, employees, students, or visitors will provide as much detailed information as is possible and will, if requested, prepare a written report.

B. Response to Allegations

1. Upon receiving an allegation of bullying, violent behavior, or threat of violent behavior, the Director of ELR, or designee, will assess the allegation to determine whether the allegation falls within the scope of this Policy and Procedure and whether the allegation is supported by facts and circumstances.
2. After reviewing all facts and circumstances, the Director of ELR or designee may, where appropriate and with both parties' consent, attempt informal resolution prior to proceeding with the formal complaint process.
3. When informal resolution is inappropriate, the Director of ELR or designee shall recommend disciplinary action or other appropriate administrative action.
4. The Director of ELR, or designee, may place an employee accused of violating this Policy and Procedure on either paid or unpaid leave pending further investigation, depending on the circumstances of the complaint and evidence at hand. If the Director of ELR or designee decides to place an employee on paid or unpaid leave, the Director of ELR or designee shall comply with 34002-Disciplinary Action and Suspension and applicable collective bargaining agreements.

C. Good Faith Reporting and Non-Retaliation

The College prohibits retaliation against employees, students, and visitors who, in good faith, bring complaints regarding violations of this Policy and Procedure. An individual found to have knowingly filed a false allegation may be subject to appropriate disciplinary action. A complaint made in good faith is not considered false merely because the evidence does not ultimately support the allegation.

V. Faculty Staff and Assistance Program (FSAP)

- A. The FSAP Program, which includes counseling and referral services, is available to all employees, and should be used to prevent bullying, violent acts, and situations occurring in the workplace in accordance with section 35002.
- B. Any employee who displays a tendency to engage in bullying and/or violent behavior, or who otherwise engages in behavior that the College deems harassing, threatening, and/or aggressive, may be required to contact the FSAP provider for assessment and referral for appropriate treatment or other services and subject to disciplinary action, up to and including dismissal.
- C. A mandatory referral may be used only when the employee is facing imminent suspension or dismissal. A mandatory referral may only be made by the Office of Human Resources and Strategic Talent Management after consultation with the supervisor. If the employee chooses not to participate in the FSAP program, dismissal proceedings will be initiated. If the employee does choose to participate in FSAP, the employee will be required to sign a written statement, agreeing to an immediate referral to FSAP. Further, the employee will agree to sign a release of information statement allowing the Office of Human Resources, Development, and Engagement access to the following limited information: the employee's attendance, cooperation, and progress as specified by the FSAP provider, after the assessment has been made. If the employee does not cooperate with the recommendations of FSAP, then disciplinary proceedings shall begin.

VI. Education

- A. Education is a key element of this Policy and Procedure. The College will provide education and information, as appropriate, for students and employees to enhance understanding and increase awareness of the College's Prevention of Bullying and Work Place Violence Policy and Procedures. Any mandatory education requirements will be announced and posted on the College's website. The President is authorized to provide institutional leadership and guidance for developing educational programs to increase knowledge and share information and resources to prevent bullying and violent behavior, promote safety, and reduce perpetration of the conduct proscribed by this Policy and Procedure. Goals to be achieved through education include: (a) ensuring that all individuals are aware of their rights; (b) notifying individuals of prohibited conduct; (c) informing employees, students, and other members of the College community, including contractors, about the proper way to recognize and address complaints involving a violation of this Policy and Procedure; (d) preventing issues that this Policy and Procedure addresses, and; (e) identifying the necessary steps for preventing bullying and violent behavior and addressing its effects.
- B. Workplace Bullying and Violent Behavior Advisory Team
  - 1. The College will establish a Workplace Bullying and Violent Behavior Advisory Team and shall include representation from Facilities, Public Safety, Human Resources, General Counsel, the College Ombuds, Equity and Inclusion, and others deemed appropriate by the President or designee. The Deputy Chief of Staff will convene the group quarterly, or as needed, and provide periodic reports to the President as directed.



2. This team will assist in promoting this Policy and Procedure by addressing bullying and violent behavior by reviewing best practices and college protocols. This Team will provide guidance in developing bullying and violent behavior prevention and education tools (such as incident reporting forms, pamphlets, guidelines, trainings and handbooks, etc.) to further assist in recognizing and preventing workplace violence.

---

Administrative Approval: July 11, 2012; November 27, 2017; April 19, 2019.

# **ATTACHMENT V**

## **HATE/VIOLENCE ACTIVITY POLICY 31002 AND PROCEDURE 31002CP**

Chapter: Personnel

Modification No. 005

Subject: **Hate/Violence Activity**

---

- I. Montgomery College is committed to maintaining educational and employment environments free from ethnic, cultural and racial hostility, violence, or harassment. Further, the College encourages and promotes a climate of civility and mutual respect among its diverse employees, students and groups that make up the College and Montgomery County communities. The College condemns any and all hate/violence activities, including those acts based on age, color, citizenship status, covered veteran status, disability, gender, gender identity and expression, genetic information, national origin, marital status, race, religion, sexual orientation, or for any other reason to the extent these attributes are not covered in this policy and covered by federal, state and county laws and regulations.
- II. Montgomery College is a learning community that encourages freedom of thought and expression, which maintains civility in the meaningful exchange of ideas. The College's employees and students are encouraged to be the voices and examples of reason and understanding in maintaining community, mutual respect and civility, which are consistent with the mission, vision, and goals of the College.
- III. Education is a key element of this policy. The College will provide education and information, as appropriate, for students and employees to enhance understanding and increase awareness of the College's Hate/Violence Policy. Any mandatory education requirements will be announced and posted on the College's website. The President is authorized to provide institutional leadership and guidance for developing education programs to promote awareness about hate/violence. Some goals to be achieved through education are: (a) ensuring that all individuals are aware of their rights; (b) notifying individuals of conduct that is proscribed; (c) informing employees, contractors, and students about the proper way to recognize and address complaints involving a violation of this policy; (d) preventing issues that this Policy addresses; and (e) identifying the necessary steps for preventing its recurrence and addressing its effects.
- IV. The President is authorized to support efforts in this area, including governmental, private and individual efforts; to make certain that any individuals who conduct such activities on any of the campuses or at any facility used by the College, at college sponsored-activities, or during the execution of college-related business are referred to appropriate authorities for prosecution to the fullest extent of the law and subjected to appropriate disciplinary action, including dismissal if they are College students or employees; and to establish procedures to implement this policy.

---

Board Approval: September 21, 1987; September 18, 1990; February 16, 1998; December 13, 2010; February 25, 2013.

I. General

Any person, including but not limited to an employee, student, facility user, or visitor, who performs acts considered within the purview of hate/violence activities, who conducts or attempts to conduct hate/violence activities and/or encourages, participates in, or assists in hate/violence activities shall be subject to disciplinary action including dismissal and/or referral to the appropriate authorities for prosecution to the fullest extent of the law.

II. Definition

Hate/violence activities include but are not limited to:

- A. Activities which involve the destruction of, injury to, defacement of, or molestation of any person or any real or personal property with the intent of intimidating or attempting to intimidate any person because of personal attributes as age, color, citizenship status, covered veteran status, disability, gender, gender identity and expression, genetic information, national origin, marital status, race, religion, sexual orientation, or for any other reason to the extent these attributes are not covered in this policy and covered by federal, state and county laws and regulations; and/or;
- B. Burning, or causing to be burned, any religious symbol or simulation thereof without the express consent of the College or the owner of the property which is the site of the burning if other than the College, and without prior notification to the serving fire department.

III. Procedures

- A. Any person, including but not limited to an employee, student, facility user, or visitor, who conducts such activities on any of the campuses or at any facility used by the College, at College-sponsored activities, or during the execution of College-related business shall be subject to administrative disciplinary action including dismissal and/or referred to appropriate authorities for prosecution to the fullest extent of the law.
- B. Hate/violence activity by a student at College sponsored activities, on or off campus, as defined in the Student Conduct Code, is a violation of College policy and procedure subject to administrative disciplinary action under the Student Code of Conduct. Such hate/violence activity shall be immediately reported to the appropriate College personnel and external agencies, which includes the Dean(s) of Student Development, the Title IX Coordinator, and/or the Director of Employee Relations, Diversity and Inclusion.
- C. Hate/violence activity by an employee, on property owned, operated, maintained, leased or used by the College, at College-sponsored activities, during the execution of College-related business, or in a manner related to employment at the College, is a violation of College policy and procedure and subject to appropriate disciplinary action under the College's personnel policies and

procedures, up to and including dismissal. Such hate/violence activity shall be immediately reported to the Safety and Security Manager who must immediately notify the immediate supervisor and other College personnel as appropriate.

- D. Hate/violence activity by a person other than a student or employee shall be immediately reported to the Safety and Security Manager who shall immediately initiate appropriate administrative proceedings, which could include referral to appropriate authorities for prosecution to the fullest extent of the law.
- E. Nothing contained in these procedures shall preclude the College from pursuing any and all other remedies available at law and equity, including but not limited to reporting the activity to appropriate governmental legal authorities, and all such rights and remedies are specifically reserved.

-----  
Administrative Approval: September 21, 1987; September 18, 1990; February 16, 1998;  
July 15, 1999; December 13, 2010; February, 23 2015.

# **ATTACHMENT VI**

## **PROTECTION OF MINORS POLICY 75005 AND PROCEDURE 75005CP**

---

Chapter: Facilities

Modification No. 001

Subject: **Protection of Minors**

---

- I. In matters of child welfare, the College shall place the highest priority on the interests of the minor. Montgomery College is committed to providing a safe environment for minors who participate in College programs and activities. The College endeavors to prevent harm to minors and to take prompt steps to address any harm that may occur. This obligation includes the protection of minors from abuse or neglect, including sexual abuse, and requires prompt and effective response to suspicions of, or observations of abuse or neglect.
- II. It is the policy of Montgomery College that no employee, student, volunteer, or member of the community shall harm a minor; this prohibition applies to individuals and members of outside groups that may use College facilities, participate in College programs, or otherwise be present on college property. The College will hold accountable any individual within its authority who harms a minor. The College will cooperate with county, state, and federal authorities charged with the protection of minors.
- III. Montgomery College expects parents and guardians accompanying minors to supervise minors at all times. College employees are expected to contact and involve government authorities in matters of child welfare through College Security or others as appropriate, except for situations of mandatory reporting of child abuse or neglect, in which reporting to government authorities is required and not optional.
- IV. The College will endeavor to protect minors by defining responsibilities of employees, students, volunteers, and those unaffiliated with the College who use College facilities or participate in College programs. Responsibilities may include the following: (i) meeting standards established for programs and activities that serve minors, (ii) participating in awareness training on child abuse and neglect, (iii) establishing effective protocols for dealing with unsupervised minors, (iv) screening, as determined to be appropriate, for employees, students, and volunteers who may have significant interaction with minors, and (v) meeting legal obligations for reporting child abuse and neglect.
- V. The president is authorized and directed to establish procedures necessary to implement this policy.

---

Board Approval: April 28, 2014

I. Introduction

In matters of child welfare, Montgomery College places highest priority on the interests of the minor. The president has developed the following procedures to implement Policy 75005, "Protection of Minors," adopted by the Board of Trustees. These procedures set minimum requirements. Some units of the College, including the Center for Early Education and Workforce Development and Continuing Education, may implement additional protections to satisfy regulatory guidelines or good practices specific to their situations.

II. Definitions

- A. Authorized Adult - an individual who has satisfied the following: completed background screening as specified; completed child abuse course; and listed on the Program Registration form as an individual responsible for supervision.
- B. Child Abuse<sup>1</sup> - Physical or mental injury of a child under circumstances that indicate that the child's health or welfare is harmed or at substantial risk of being harmed.
- C. Child Neglect<sup>2</sup> - Failure to give proper care and attention to a child, including leaving the child unattended, under circumstances indicating: 1) that the child's health or welfare is harmed or placed at substantial risk of harm; or 2) mental injury to the child or a substantial risk of mental injury.
- D. Child Protective Services - Maryland public agency responsible for protecting children from abuse and neglect. Also known as CPS.
- E. Child Sexual Abuse<sup>3</sup> - Any act that involves sexual molestation or exploitation of a child.
- F. College - Montgomery College.
- G. Educator - A teacher, professor, staff, or faculty member.
- H. Human Service Worker - A counselor, social worker, caseworker, probation or parole officer.
- I. Mandated Reporter - Under Maryland law, any adult who has reason to believe a child may have been subjected to abuse or neglect.

---

<sup>1</sup> Under Maryland law, an act constitutes child abuse, child neglect, or child sexual abuse only if committed by a parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member. An individual who harms a child may lack this type of relationship with the child. The harmful conduct may nonetheless be a crime, for example, assault or a sexual offense, and not subject to the mandatory reporting law; however such conduct should be reported to the college to evaluate the applicability of State reporting requirements.

<sup>2</sup> See footnote 1.

<sup>3</sup> See footnote 1.



- J. Minor (Also Child or Youth) - A person under 18 years of age.
- K. Youth Protection Coordinator - College employee who has responsibility for coordinating compliance with these procedures and the companion policy.

### III. Reporting Child Abuse or Neglect

The most important factor in reporting is to act promptly. Reporting procedures vary depending on whether the problem is child abuse or child neglect. If the individual making the report is a health practitioner, police officer, educator, or human service worker, some added responsibilities apply.

This section explains legally-required reporting to government authorities under Maryland law. It also explains internal reporting requirements within the College and how to obtain advice.

#### A. Protection for Individuals Making Reports

The College will not retaliate against any person for making a good-faith report of child abuse or neglect. In addition, Maryland law provides immunity to anyone making a good-faith report of child abuse or neglect, so the alleged wrongdoer cannot recover damages from the reporter for making the report.

#### B. Who Must Make a Report

Anyone who has reason to believe a child has been subjected to abuse or neglect must make a report to government authorities. This includes College employees, students, volunteers, visitors, and individuals or groups using College facilities for any purpose.

#### C. Reporting Child Abuse to Government Authorities

1. In an emergency, dial 911.
2. Regardless of whether 911 is contacted, employees must give notice about the suspected child abuse immediately after forming the suspicion that abuse occurred to EITHER (a) the local social services department or (b) the local law enforcement agency. Notice may be oral, except as provided in section E below. The relevant locality is where the child lives or where the abuse occurred. In Montgomery County, the appropriate social services agency is the Child Abuse and Neglect Hotline at 240-777-4417. For the Montgomery County Department of Police, the non-emergency number is 301-279-8000.

#### D. Reporting Child Neglect to Government Authorities

1. In an emergency, dial 911.
2. Regardless of whether 911 is contacted, employees must immediately after forming the suspicion that neglect occurred notify the local social services department for the area in which the child lives or in which the

neglect occurred. In Montgomery County, contact the Child Abuse and Neglect Hotline at 240-777-4417.

E. Special Rules for Certain Professionals

1. Health practitioners, police officers, educators, or human service workers acting in a professional capacity must follow an oral report with a written report to the relevant agency within 48 hours after forming the belief that the child may have been subjected to abuse or neglect.
2. Report Contents. Insofar as is reasonably possible, an individual who makes a report shall include in the report the following information:
  - a. the name, age, and home address of the child;
  - b. the name and home address of the child's parent or other person who is responsible for the child's care;
  - c. the whereabouts of the child;
  - d. the nature and extent of the abuse or neglect of the child, including any evidence or information available to the reporter concerning possible previous instances of abuse or neglect; and
  - e. any other information that would help to determine:
    - i. the cause of the suspected abuse or neglect; and
    - ii. the identity of any individual responsible for the abuse or neglect.

- F. A copy of the report must be provided to the College's youth protection coordinator. The record is maintained in the event verification of fulfillment of mandatory reporting obligations is needed.

For minors enrolled in the Dual Enrollment Program the College has additional reporting obligations. In such cases, the College's youth protection coordinator will fulfill the College's obligation to share information with the student's secondary school in accordance with the College's memoranda of understanding. This includes cases involving dually enrolled MCPS students and students from other secondary school systems where a written report must also be submitted to the student's secondary school district.

G. Internal Reporting of Harms to Children

After reporting to government authorities, the individual must also make a report to the College if either the abuse bears a connection to the College or the individual became aware of the abuse as part of his or her College responsibilities. Promptly notify the Department of Public Safety which, in turn, should notify the youth protection coordinator. Report to the College only after any mandated reporting to the government.

To ensure compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), Public Safety must disclose certain crimes in the daily crime log and yearly statistics that are published in the annual report, depending on geographic location where the crime occurred.

Names and personally identifying information are not disclosed, only the report of the incident and the location it occurred.

If an individual is unsure about whether or how to make a report, promptly contact the youth protection coordinator.

H. Disclosure by an Adult of Prior Abuse or Neglect as a Child

An adult may disclose that he or she was abused or neglected as a child. Even if the event(s) occurred a long time ago, employees are compelled by law to make a report. If there are concerns, about reporting, please contact the youth protection coordinator (See Opinion of the Maryland Attorney General dated December 3, 1993, at 78 Op. Att'y Gen. 189).

I. How to Respond to A Disclosure of Child Abuse or Neglect

It is not the role of any College employee, contractor or volunteer to investigate to determine the validity of a report of suspected abuse or neglect. Detailed questioning should be avoided as it can cause trauma or compromise an investigation. If a minor provides information pertaining to suspected abuse or neglect to a College employee, contractor or volunteer, that individual may ask limited follow-up questions to assist in obtaining a brief description of the incident and injuries, where they occurred, and the name or a description of the alleged offender. Individuals receiving reports of suspected abuse or neglect shall not interrogate or collect written statements from any alleged victim or witness nor shall they confront the alleged offender.

J. Internal Investigations

1. In cases of alleged abuse or neglect by a College employee, the College may conduct an internal investigation consistent with all applicable College policies and procedures and recommend appropriate discipline. The College may conduct an internal investigation even when CWS screens out or closes the case without acting because such cases may involve violations of College policies. To the extent permitted by law, the College's investigations should make use of police reports, statements, and other information obtained by external investigators to avoid repetitive questioning of alleged victims and witnesses.
2. Internal investigations may focus on whether appropriate reporting of suspected abuse occurred as required by law and this procedure or whether an employee failed to meet their reporting obligations.

IV. Criminal History Checks

Criminal history background checks can help screen employees, students, and volunteers for their suitability in working with children and other vulnerable populations. This section describes criminal history check requirements for employees and other individuals. The College evaluates criminal histories on an individualized basis rather than imposing an automatic disqualification. Criminal history checks must be completed before an individual interacts with minors on behalf of the College.

Some College employees and students may undergo criminal checks before participating under College auspices in the Montgomery County Public Schools (MCPS) or other community settings. This section does not replace MCPS or other external criminal history check requirements.

A. College Employees

1. All newly-hired College employees undergo criminal history checks. Subject to resource availability, the College intends to conduct criminal history checks on all College employees who have contact with minors. These checks are conducted pursuant to College Policy and Procedure [32101–Employment Practices](#) and as determined by Human Resources and Strategic Talent Management (HRSTM).
2. College employees working with students in credit and noncredit academic courses and programs specifically designed to be delivered to K-12 aged students will undergo Criminal Justice Information Services (CJIS) background screening. This includes the ACES and Dual Enrollment Programs. This applies equally to those courses being delivered on and off campus, including online.
3. College employees whose primary duties involve working with minors will be required to undergo periodic background checks as determined by the College or applicable requirements.

B. College Volunteers and Outside Groups

1. For College volunteers who have contact with minors, the youth protection coordinator will require the individual to have a satisfactory criminal history check based on a check of the national sex offender public website, maintained by the United States Department of Justice, using the individual's name and place of residence. See [www.nsopw.org](http://www.nsopw.org).  
  
Subject to resource availability and based on the nature and duration of the volunteer assignment, the College will conduct criminal history checks on volunteers who have contact with minors pursuant to College Policy and Procedure 39002-Volunteers and Interns.
2. As discussed below under "Use of College Facilities by Outside Groups," (Section VII below) external youth-serving groups using College facilities may be required to implement criminal history checks for their employees and volunteers.

V. Program Registration and Approval Requirements

Youth-serving programs exist in many parts of the College, including academic, recreational, and community outreach units. To facilitate compliance with this policy, all programs that serve youth must register in advance and satisfy other child protection requirements. The youth protection coordinator has the authority to disallow youth programs that do not meet the requirements stated in this procedure. College credit or noncredit classes where College registration is required are not subject to Program

Registration requirements detailed in this section. To register youth-service programs, program directors and event planners should follow the following guidelines:

- A. Notify the youth protection coordinator at least 30 calendar days before the program begins. Use the [online registration form](#) or send an email to the youth protection coordinator.

Registration forms submitted to the youth protection coordinator outlining proposed College-sponsored events must include documentation that an administrator with authority over the sponsoring unit has approved the proposed event.

- B. Establish staffing ratios for the program or follow staffing ratios already established. Staffing ratios should account for factors including: the type and length of the program; the numbers, ages, and experience levels of the youth; the ages and experience levels of the staff; whether the program involves transportation, swimming, changing clothes, showering, or other special circumstances; and how the program will function if a staff member is unavailable or attending to emergency needs of a single child rather than supervising the whole group.
- C. Coordinate criminal history checks for current employees with the youth protection coordinator. The youth protection coordinator will notify the program director or event planner whether or not the individual is authorized to have contact with minors. Until the program director or event planner receives this notification, the individual may not have contact with minors in the program.
- D. Formal and informal youth mentoring programs, internships and job shadowing programs that include minors or interactions with minors must be registered with the youth protection coordinator
- E. High school outreach and recruitment functions are exempt from the program registration requirement. Instead, as standard operating procedure, all Recruiters will comply with the following:
  - 1. CJIS background screening as a condition of employment;
  - 2. Completion of on-line and ongoing training on identifying and responding to child maltreatment, as defined by the youth protection coordinator;
  - 3. Adhere to behavioral expectations including the Rule of 3;
  - 4. Provide written notice to attendees that the College does not provide supervision at Recruitment events unless otherwise specifically indicated; and
  - 5. Report immediately any irregular contact with a minor that might be construed as problematic or conflicting with the Protection of Minors Policy & Procedure.

In the event that a recruitment program or event includes providing care, control and custody of minors, the event will follow the normal program registration steps as indicated in the policy.

- F. Public Events are exempt from the Program Registration Process. This applies to events open to the general public where minors are in the immediate care, control and custody of parents/guardians. Event organizers should consult with the youth protection coordinator if they are unsure about the applicability of this policy to their event.

## VI. Behavioral Standards, Training, and Resources

### A. Rule of Three

The College requires those working with youth not to be alone with a minor before, during, or after the program or activity. The “rule of three,” as it is known, calls for two responsible adults to be present at all times. Any exception to the “rule of three” must be made, in advance, by the supervisor or program director. The College will provide additional guidance on behavioral standards through training, educational resources, and consultation facilitated by the youth protection coordinator.

### B. Electronic Communications and Social Media

Electronic communication with minors should be open and transparent. This includes email, phone, social media, texts and direct messaging. In all cases, communication should be conducted through College accounts, professional in nature and constrained to the educational program or activity. Any private electronic communication outside the scope of the activity or program between staff or volunteers and minors, including the use of personal social networking websites, is discouraged.

1. Group texting is an acceptable, convenient and quick means of communication. Best practice calls for the use of an app that enables transparent and open messaging and allows for the personal information of minors to remain private. Minors should never be required to share their personal contact information with adults or peers.
2. Social media services may be used to engage with minors as long as the communication happens through a College associated account. At least two College employees should have access to the account.

This section does not apply limitations to electronic communications between faculty and staff with minors enrolled in credit or non-credit courses. The information contained in this section should be viewed as a best practice in such instances.

## VII. Use of College Facilities by Outside Groups

- A. Many outside groups use College facilities for their own youth-serving programs. Outside groups must meet the following requirements for the protection of minors:

1. Register the program at least 30 calendar days in advance under section V., subsection A. above.
  2. Structure the program to eliminate any one-on-one time between an adult and a minor in a private area not readily observable by others.
  3. Distribute educational materials provided by the College to the adults participating in the program and review the contents with adult participants.
- B. For outside groups required to have commercial general liability insurance, the insurance must have appropriate limits and types of coverage as determined by the General Counsel.
- C. For outside programs lasting more than one day (8 hours or more) or involving an overnight stay, conduct criminal history checks on all paid staff and volunteers. Outside programs must certify to the College that the outside group's staff and volunteers have satisfactory results from a completed criminal history check. No staff member or volunteer in an outside program lasting more than one day or including an overnight stay may work with youth on College premises until a satisfactory criminal history check has been completed.

Exemptions to the background screening requirement can be made at the discretion of the youth protection coordinator. One common exception will be for a single rehearsal and a single performance in one of the College's performing arts facilities, where the addition of the rehearsal triggers the background screening requirement.

- D. Comply with instructions from the youth protection coordinator concerning program operations.

The College may require an outside group to: (a) provide documentation showing satisfaction of all requirements in this section, and/or (b) permit the College to audit youth protection protocols and records upon request.

VIII. Miscellaneous Responsibilities – Children in the Workplace and Classroom, Unaccompanied Minors, and Vendors

- A. Employees may not bring children to work except for occasional short periods of time that do not interfere with the employee or his or her colleagues devoting their full attention to College business. The employee retains full responsibility for supervising the child at all times. Events such as "Bring Your Child to Work Day" or other activities especially designed to be suitable for children in the workplace may excuse personal supervision for the event.
- B. Students should make childcare arrangements for periods when they will be on campus. In an occasional emergency situation, and only with permission of the instructor, a student may bring a child to class provided that the situation does not interfere with other students' educational experience. If the instructor does not grant permission for the child to be present, the student must remove the child from College premises.

- C. Supervised children accompanied by responsible adults may be invited to participate in public activities organized and sponsored by the College. Except for specially planned public activities and supervised youth activities, no minors are permitted in a College laboratory or any other area or activity posing special risks to minors. No children, whether supervised or unsupervised, are permitted on construction sites, in maintenance facilities, or other areas where their presence constitutes a danger to themselves or others.
  - D. The College is not responsible for unaccompanied minors who are not participating in a structured program or activity. If a minor on College premises appears to be unaccompanied and in need of supervision (for example should an emergency arise), staff will contact the College Department of Public Safety and Emergency Management. Public Safety staff will temporarily supervise the minor and may, in their discretion, contact law enforcement or child protection authorities.
  - E. The College may require vendors and contractors to meet requirements of this policy including, among others, reporting obligations, criminal history checks, training, and adherence to behavioral standards.
  - F. The College is not responsible for injuries to children who are on College premises in violation of these procedural guidelines.
  - G. Students and employees who violate these procedures may be subject to disciplinary action and other appropriate sanctions by the College in accordance with normal processes.
- IX. Interpretations and Exemptions  
The youth protection coordinator is authorized to interpret and grant specific exemptions to the application of these procedures. The youth protection coordinator must maintain a record of any such interpretations and exemptions, and on a regular basis (monthly unless otherwise requested by the president) furnish a copy of this record to the president and the general counsel.

---

Administrative Approval: July 29, 2004; June 10, 2013, April 28, 2014 (administrative correction only); February 23, 2015; November 27, 2017; October 18, 2019; February 22, 2023.